



European Radiocommunications Committee (ERC)
within the European Conference of Postal and Telecommunications Administrations (CEPT)

**ONE STOP SHOPPING FOR SATELLITE LICENCES
AND AUTHORISATIONS**

Nicosia, March 2000

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1 INTRODUCTION

In September 1998 an ERC/ECTRA Project Team, a *Special Investigative Group* (SIG) started to develop a One Stop Shopping procedure for satellite licenses. This document explains and describes the One-Stop-Shopping procedure for satellite licences in Europe which has been adopted by ERC and ECTRA in March 2000. Annex 1 contains the Terms of Reference of the SIG.

This report intends to set out the basic OSS procedures. These could be subject to later refinements, changes and improvements as a result of experiences of NRAs, Users and the Shop with the OSS.

2 PURPOSE OF THE OSS PROCEDURE FOR SATELLITE LICENCES AND AUTHORISATIONS

The CEPT One-Stop-Shopping procedure is a simplified procedure for an applicant who wants to obtain (a) satellite licence(s) or authorisations in one or more CEPT countries. The OSS procedure described here offers the applicant the possibility to deal with a single point of contact who handles the applications for different national licences. That single point of contact would be called the Shop. The duties of the shop will be assigned to the European Telecommunications Office, ETO. The procedure will be applicable to first-time applications only. In a later stage it will also be applicable to the renewal and modification of licences in one or more countries of the CEPT.

The One Stop Shopping procedure does not mean the transfer of responsibilities or sovereign rights in granting the licences from the national Administrations to the Shop. The Shop acts as a point of contact providing advice, as an electronic post-box and as an information centre for applicants. Because the Shop will maintain a database and have knowledge of the national regulations in the CEPT countries, it may also be able to advise applicants in completing the application form. The OSS will not prevent applicants and Administrations from having direct contact.

3 SCOPE OF THE OSS PROCEDURE

The OSS procedure covers as many satellite networks, systems and services as possible (fixed, mobile and broadcasting). The procedures may vary by the type of satellites used (e.g. GSO, NGSO), configuration of the system (e.g. one-way, two-way) or kind of services they provide (e.g. public, closed user groups).

Typically, any satellite system would comprise of four major parts, which may have to be authorised before a service can be delivered to an end user. The entities to be authorised for each of these parts are:

- a) the Space Segment operator;
- b) the satellite network operator, who operates one or more Gateway Stations or Network Control Stations (HUBs) or other ground stations;
- c) the Satellite Service Provider;
- d) the subscriber who uses individual equipment - either small fixed Earth Stations (e.g. VSATs) or Land Mobile Terminals.

Because all CEPT countries accept that authorisation of the Space Segment is to be undertaken only by the Administration which notifies it to the ITU, the OSS would not need to address that particular item. The other three items are covered by the OSS procedure.

The OSS procedure is open to applicants from all CEPT countries as well as to applicants from countries outside the CEPT, wishing to provide services within the CEPT.

One of the most important characteristics of any earth station is the radio frequency (-ies) it operates on. Whenever an applicant makes an application, he will have to indicate the bands or frequencies he wants to use. Depending on the frequencies or frequency bands, the authorisation conditions and procedures may differ.

4 MAIN ELEMENTS OF THE OSS -PROCEDURE

The OSS Shop will offer the following services:

(I) A common regulatory database (s) containing on-line information regarding the satellite regulations in the 43 CEPT countries.

An important element of the OSS procedure is the database containing information on national regulations on national regulations for all telecommunication services and networks including satellite, structured according to national licensing regime, enhanced with user-friendly search functions. Purpose of the database is to provide on-line information to applicants in order to support the applicant when applying for a license or licences in Europe but also to be able to assess whether a licence is necessary at all (some Administrations may have implemented a license exemption regime). The database also contains information with respect to the applicability of the OSS-procedure and of a MRP/GMR procedure.

Information for the database will be provided (and updated) by NRAs and by the JWG-GMR (Joint Working Group on the General Milestone Review), formerly known as the MRC. If necessary and helpful additional information from other sources may be added. Basis for the database is an ERC and ECTRA Decision.

Annex 2 contains the database Decision including the list of information that has to be provided by NRAs to ETO.

(II) An electronic (on-line) application form to be used throughout the 43 CEPT countries for the application for satellite licences.

Another important element of the proposed OSS - procedure is the availability of an electronic application form, to be used throughout the CEPT. This form will diminish the difficulties for applicants when applying for licences in a number of countries. The OSS offers a paper form as well as an electronic application form. The latter has some major advantages:

- (1) An electronic application form offers the possibility to guide any applicant through the information asked for, which may differ per type of licence applied for and per country that is applied for;
- (2) An electronic form has the advantage that it can be processed in a rather fast way while there is always a possibility to print out the final application form.

It was recognised that the introduction of a fully on-line application form may be hampered by problems regarding electronic signature, necessity to annex analogue documents to the application form etc. Therefore the OSS provides also for a 'paper' procedure.

Annex 3 contains the ERC/ECTRA Recommendation establishing the OSS procedure.

Annex 4 contains the paper version of the electronic application form (the Combined Application Form), which was used as the basis for the development of the software.

The electronic combined application form was developed on the basis of national forms. Feed-back from NRAs was requested and integrated in the analysis done prior to development. The application form guides applicants through the questions relevant to the countries in which they are seeking to make an application. It restructures the information submitted by applicants so that each NRA only receives the set of questions and answers they require. This enables applicants to identify and fulfil all requirements at a central place, in a single action. All questions asked by NRAs are covered by the combined application form.

The form can either be sent electronically to the OSS server or printed out on paper for submission to the OSS, as applicable. The exact procedure is described in more detail in the flow chart below.

Each NRA wishing to use electronic means will receive a message upon receipt of the form by the Shop's server and retrieve the form for further processing. For Administrations that cannot yet legally accept electronic forms, traditional mail means will be used.

(III) The Shop

The Shop is the focal point in the CEPT OSS procedure. The Shop, the European Telecommunications Office, is responsible for maintaining the regulatory database and the Combined Application Form, upon the receipt of information from NRAs.

The Shop also acts as the first point of contact for applicants, providing advice on the procedure and liaising with NRAs whenever necessary. The Shop will in particular monitor the progress of the applications against the deadline dates. The Shop will also double check applications to ensure that all the information required is being provided.

On receipt of the application forms from the applicant the Shop will dispatch the country specific forms to the NRAs. In case of electronic sending NRAs will be able to retrieve the forms from the server with a secure password.

In addition to the direct contacts between NRA and applicant, the Shop can also interact with NRAs and applicants. NRAs should keep the Shop informed when further information is requested and at the end of the result of the application.

The next paragraphs show a more detailed list of relations and interactions between the Shop, NRAs and applicants.

5 POSITION OF THE SHOP

5.1 The relationship between the applicant and the Shop

- If requested, the Shop advises the applicant on the details of the application procedures and on the CEPT JWG-GMR if applicable;
- The application itself is prepared by the applicant, if necessary with the help or advice of the Shop. The Shop verifies that the application is filled in completely. This does not replace the responsibility nor verification by NRAs.

5.2 The relationship between NRA and the Shop

- The NRAs will provide the Shop with information regarding national regulations for offering satellite services for publication on the Website, maintained by the Shop.
- The Shop distributes the applications to the NRAs responsible for licensing in the countries to which the application is addressed.
- After processing an application, NRAs will issue the licences (or refusals if applicable) and inform the Shop.
- The NRA informs the Shop if further information has been requested from the applicant and informs the Shop of any delay and of any procedure handled directly with the applicant.

5.3 The relationship between the applicant and the NRA

- The NRA is the entity who issues the licence or refuses the licence and who collects the licence fee.
- The NRA may manage specific procedures directly with the applicant e.g. frequency co-ordination, site clearance issues, etc. Any actions by the NRA that affect the deadlines however will be communicated to the Shop.
- The NRA may send the authorisation or reason for refusal directly to the applicant or the Shop. If the NRAs wish to do so, they may send the original licence to the Shop so the Shop can communicate a single response to applicant.

5.4 The relationship with the JWG-GMR

The task of the JWG-GMR is to safeguard free access by satellite operators to the CEPT market. It does so by maintaining an assessment procedure for new satellite networks and it advises NRAs with respect to the granting of licences. The JWG-GMR precedes the work of the OSS, however, in practice both procedure will run in parallel. The OSS offers the link between both procedures.

- The JWG-GMR provides the Shop with information with respect to applicable milestone review procedures, in order to make this available on the web site. The Shop draws to the attention of the applicant the existence of the procedure when applicable and the consequences for the OSS-procedure.
- Before granting authorisations, NRAs may take into account GMR information if applicable.

6 THE BENEFITS OF THE CEPT ONE-STOP-SHOPPING PROCEDURE

The OSS procedures offer many advantages, both to NRAs as well as to the satellite industry, such as:

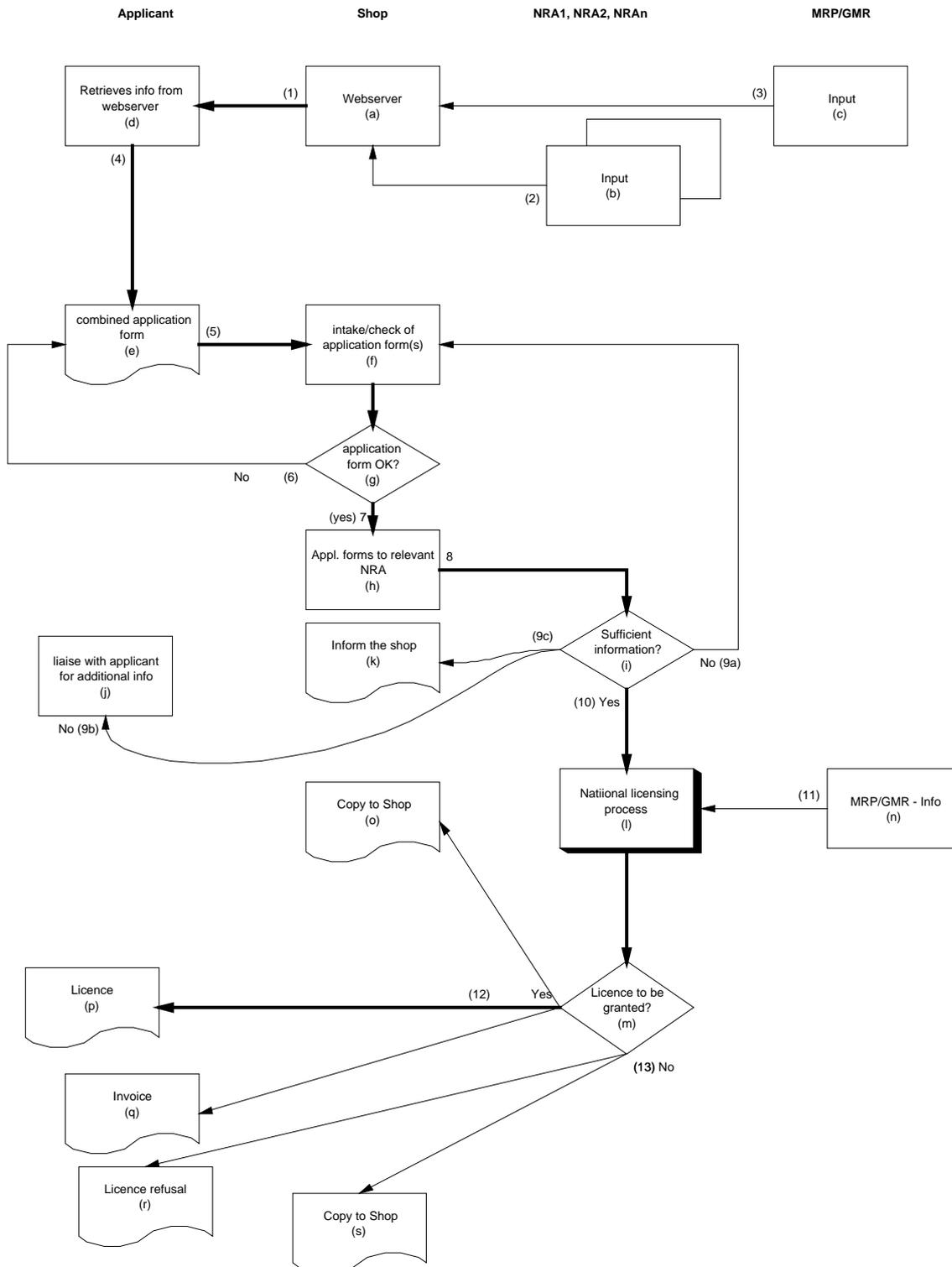
6.1 to NRAs:

- The OSS database can provide as guidance to NRAs who have not yet established a regulatory regime for the satellite services or who wish to see examples of how other countries regulate these services.
- The procedure has the potential for standardisation of the terminology used in national application forms; at the same time the procedure can be used as a guide for NRAs when developing or refining their licensing regimes.
- The NRAs will receive applications which have been already checked for completeness by the Shop. Thus, it provides an opportunity for quicker processing of applications and avoids a situation where NRAs waste time and resources dealing with incomplete or inadequate applications.

6.2 to the industry:

- A single web-site where comprehensive, up to date information can be obtained on licensing issues which is unlikely to have been brought together elsewhere in a single document. This web site should also include information on frequencies and the CEPT MRP.
- The common format allows for easy access to the information for national regimes for both industry and NRAs, it also offers easy access to the common application form.
- The procedure will result in a significant time and resource saving for the applicant, i.a. because it allows for multiple applications to be made in a single step.
- Users will have a single authoritative point of contact which can check and, if necessary, arrange for application forms to be adjusted prior to referral to NRAs. This screening process will give applicants a greater confidence in securing positive outcomes. The procedure provides a transparent process with clear guidelines for applicants.

7 CEPT One-Stop-Shopping Procedure for satellite licences and authorisations (flow chart)



8 Explanatory notes to the chart

Purpose of the chart is to show and to explain the proposed procedure, actions to be taken and decisions to be made during the procedure. The numbers next to the line correspond to the numbers of the explanatory notes below. Boxes are numbered as well. They are also referred to, if necessary, in the explanatory notes to the chart. The bold lines in the chart show the main route of the procedure. The explanatory notes start with some necessary definitions, followed by a note to every line or box. The symbols used may not be in line with agreed conventions among real chart experts.

The chart should be read as 4 columns: boxes shown under the header “Applicant” on top of the chart, show actions to be taken by the applicant, boxes under the header “Shop” show all actions by the Shop etc.

It should be noted that the chart reflects the OSS procedure which takes into account the submission of applications by electronic and/or paper means in order to meet national requirements.

8.1 Definitions

Applicant = entity applying for satellite licences in one or more CEPT countries in accordance with the OSS-procedure

Shop = the entity acting as point of contact in the OSS procedure for CEPT Administrations

NRA = National Regulatory Authority, the body responsible for issuing licenses for satellite networks

MRP = the CEPT procedure, which gives advice to the NRA on the compliance of milestones by satellite network operators (now called General Milestone Review)

8.2 The procedure

Line number	Explanation	Box number
1	The start of the procedure. Any applicant can retrieve information regarding the OSS procedure from the Website maintained by the Shop.	a
2	The Website -maintained by the Shop- contains relevant information regarding the licensing regimes, conditions and regulation in the CEPT countries. The web server contains information supplied by the NRAs in a searchable database (see paragraph 9 below).	b
3	Results of the MRP/GMR process for satellite system, if appropriate, will also be available at the Website, the information will be provided regularly by the MRP/GMR secretariat.	c
4	The Website contains an electronic application form, to be filled out on-line or off-line after the applicant has requested a unique password for the application, which is also to be used to retrieve a form saved earlier. For every new application a new unique password is required. The software will guide the applicant through the application and present the questions to be answered or each country applied for. The software will also check that all relevant questions are filled out.	d & e
5	After the applicant has filled out the Combined Application Form, he sends it electronically to the server at the Shop. The server will generate an OSS registration number for each country which will be added to the form for each country and which should also be added to all required attachments and the declaration at the end of the application form. Documents with the same OSS registration number belong to the same application. For each country a separate application form will be generated. The original signed versions of the application form in the required language and the authentic attachments (if required by the NRAs) will be submitted to the Shop.	f & g

6	<p>The Shop will do a final check that the form has been completed. The shop is not able to modify the form, only the applicant can, through his unique password.</p> <p>If the forms have not been completed properly the Shop will inform the applicant. A second check will follow.</p>	
7	<p>If the application forms are complete they will be send to the NRA's.</p> <p>Note: the Shop does not judge whether a licence should be granted or not. It simply checks whether the applicant has supplied all the information required for processing the application. However this does not prevent NRAs to request additional information when appropriate.</p>	
8	<p>In case of paper applications: The Shop registers the application forms, makes copies and forwards the original forms including the original attachments to the relevant NRAs.</p> <p>In case of electronic applications: Electronic applications will be stored on the server. The Shop registers the application and email the relevant NRAs that an application is stored for retrieval. The Shop will simultaneously distribute attachments and the signed application form to the relevant NRAs after receipt from the applicant.</p> <p>The NRA can retrieve the form after submission of their own unique passwords which gives NRAs access to their section of the server.</p>	h
	<p>The NRAs will check the application form in order to determine whether the applicant has supplied all the necessary information or needs further clarification.</p>	i
9	<p>After receipt of the application by the NRA the NRAs have following options in case the application has not yet been completed:</p>	
9a	<p>If the information on the application form is not sufficient to allow granting the licence, the NRA may return the application to the Shop with a request for the applicant to provide missing information.</p>	f
9b	<p>Instead the NRA may inform the applicant directly and ask for additional information and/or clarification in order for the applicant to complete the application form.</p>	j
9c	<p>In case of 9b the NRA has to inform the Shop that the application form is not complete and that it has requested the applicant to provide additional information directly.</p>	k
10	<p>If the application form has been completed properly, the NRA will have to decide whether the licences applied for can be granted. The Shop starts keeping track of the process. (See number 12 below).</p>	m
	<p>Note: the assessment of the application by an NRA is a national process. Part of that process may be the necessity of a co-ordination procedure (based on the international Radio Regulations) or of bilateral co-ordination procedures with other Administrations. Such co-ordination process will not affect the structure of the process, only the duration of the licensing procedure.</p>	l

11	During the assessment of the application form and in order to decide whether the licence can be granted, the NRA may also need to take account of the results of the MRP/GMR, if applicable.	n
12	<p>As soon as the licence or authorisation can be granted (box m), the NRA will issue the licence to the applicant (box p), together with an invoice for the fee (box q), if applicable. The Shop will be informed accordingly.</p> <p>Note: instead of granting a licence or authorisation, the response from the NRA to the applicant may be that an individual licence is not necessary. It is likely, however, that in practice this would follow from the initial information on the Web site.</p> <p>Being aware of the different time limits for processing and issuing the licence in the CEPT countries, when processing the licence, NRAs shall take account of the following time limits¹:</p> <p>a) as soon as possible but no longer than six weeks after receipt of the complete application, NRAs should inform the applicant of their decision; a. in justified cases, the time limit may be extended to four months.</p> <p>These time limits will be without prejudice to any applicable international agreements relating to frequency and satellite earth station co-ordination.</p> <p>(based on art. 9 of the Licensing Directive)</p>	
13	If the licence is not granted, the NRA will send a letter of refusal to the applicant giving the reason(s) for refusing the licence. The NRA will also inform the Shop about the refusal to grant the licence.	r & s
	For the NRA the OSS procedure is closed after it has issued or refused the licence. For the Shop, the procedure is closed only after the last application for a licence has been finalised and the applicant has been informed accordingly. The electronic application will be removed from the server after the relevant NRA has closed the licensing process in question and has informed the Shop accordingly.	

¹ for non EU-countries other processing times may apply, information on this will be available in the OSS database

Annex 1 Terms of reference of the SIG OSS SAT

<p style="text-align: center;">Terms of reference of the ERC/ECTRA Project Team for the development of a One-Stop-Shopping procedure for Satellite Networks²</p>
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Goal of the OSS Project Team:

Taking into account the Joint Paper on the “Feasibility of Designing and launching a One Stop Shopping (OSS) procedure for satellite networks”, which was endorsed at the June and July 1998 meetings of ECTRA and ERC, and in particular sections 2.2 and 2.4 of that paper on the scope and definitions of an OSS and the component parts of a satellite system, the OSS Project Team has the task to consider and to develop a CEPT One Stop Shopping Procedure covering satellite systems, networks, service providers and terminals, as appropriate. The One Stop Shopping procedure aims to facilitate, simplify and speed up the licensing process within the CEPT countries.

Reference is made to the mandate given by the European Commission to CEPT with regard to One-Stop-Shopping.

Tasks of the OSS Project Team:

Taking into account the Joint Paper and the documentation which has already been gathered by the ETO, ERO and the European Commission in regard to the authorisation procedures and conditions for satellite network operators, service providers and terminals,

- a. to develop a OSS procedure which provides for a simplified procedure for satellite operators to obtain necessary licences in the CEPT countries;
- b. to develop the CEPT instruments for the procedure described under item a.;
- c. to submit proposals for such a procedure to ERC and ECTRA for adoption;
- d. to make arrangements for and advise ERC and ECTRA about the implementation process of the proposed OSS procedure;
- e. to inform the satellite industry and other relevant organisations about the OSS procedure.

Revision of Terms of Reference:

The PT is free to revise its Terms of Reference. However, revisions have to fit within the ECTRA and ERC strategy and policy goals. Any revision should be reported to the ERC and ECTRA.

² The project team is sometimes also referred to as the Small Investigative Group for One Stop Shopping of Satellite Networks (SIG OSS SAT)

Activities of the Project Team will at least encompass:

- a) provide regular reports to the ERC and the ECTRA;
- b) provide information on the ERO and ETO web site;
- c) liaise with relevant CEPT working groups, CEPT project teams (e.g. MRC) and external organisations especially the satellite industry.

The project team is open to administrations, representatives of the satellite industry and of any other relevant organisations.

Time schedule:

1st meeting: 14/15th September 1998 Hoofddorp, Netherlands

Final report: March 2000

The Project Team will be chaired by:

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Annex 2 ERC/ECTRA Decision on the establishment of a regulatory database of licensing regimes for telecommunication networks and services

EUROPEAN RADIOCOMMUNICATIONS COMMITTEE

ERC Decision
of 29 November 1999
on the Establishment of a
Regulatory Database of licensing regimes for
telecommunication networks and services

(ERC/DEC/(99)22)



EXPLANATORY MEMORANDUM

1 INTRODUCTION

The 43 CEPT administrations apply a variety of regulations for the exploitation of telecommunication networks, infrastructure, and services and the use of radio equipment. Market entry requires quick access to regulatory information in the European countries in order to obtain the necessary licences. CEPT decided to establish a database containing the required information of CEPT administrations in one place. This Decision provides for such a database. Detailed information for the content of the database is set out in the annex to this Decision.

2 BACKGROUND

Both ETO and ERO websites contain information with respect to regulatory aspects in the 43 CEPT countries. Signatory countries to ETO's One-Stop-Shopping arrangement provide information for a database on so called Other liberalised services. ETO started collecting, analysing and publishing regulatory information on Voice Telephony and Infrastructure. ERC Decision (97)09/ECTRA Decision (97)01, on the provision of information for a database of licensing requirements for VSAT/SNG also provide for a database of VSAT/SNG regulations. ERC Decision (97)01 provides for the publication of national frequency tables.

The main purposes of these regulatory databases as well as this Decision is to support what is termed "One Stop Shopping" already developed within the CEPT and to encourage their extension to telecommunications networks and services not yet covered. The One Stop Shopping concept was introduced to speed up and simplify the process of obtaining licences when such licences are required in more than one country in the CEPT. The thrust of this Decision is aimed primarily at entities wishing to provide networks and services in more than one CEPT country. It does not aim to radio amateur licences, national broadcasting licences, PMR-licences, etc. because there is no benefit to issue such licences through a One Stop Shopping process.

This Decision does not replace Decision ERC(97)01 (ERC Decision of 21 March 1997 on the publication of national tables of frequency allocations) or ERC Decision of 30 June 1997/ECTRA Decision of 12 March 1997 on the provision of information for a database of licensing requirements for VSAT/SNG ((ERC/DEC(97)09 and ECTRA/DEC(97)01).

However, while this Decision does encompass VSATs and SNG, it is envisaged that Decisions (97)09 could be withdrawn at the moment all countries that already signed up to (97)09 have also signed up to this Decision because at that moment ERC Decision ERC/DEC(97)09 and ECTRA/DEC(97)01 would become obsolete. Administrations are encouraged to sign up to this new Decision rather than to the existing VSAT/SNG Decision as mentioned above.

3 REQUIREMENTS FOR AN ERC DECISION

The possibility to use a single database is appreciated highly, both by operators and by administrations as a very helpful tool to support industry to obtain licences in the CEPT. The importance of such a database, the need to up-date the database on a regular basis and the fact that such a database is an appropriate tool to achieve harmonisation justifies the development of an ERC Decision.

**ERC Decision
of 29 November 1999**

**on the Establishment of a
Regulatory Database of licensing regimes
for telecommunication networks and services**

(ERC/DEC/(99)22)

The European Conference of Postal and Telecommunications Administrations,

considering:

- a) that licensing regimes differ from country to country;
- b) that it can be time-consuming for applicants to get all the necessary licensing information separately from each individual administration;
- c) that it is useful to have access to this information from a central database;
- d) that ETO has been mandated by ECTRA and ERC to establish and maintain databases and make the information publicly available;
- e) that it is necessary for the administrations to provide the appropriate information and keep this information updated;
- f) that CEPT has been mandated by the European Commission to investigate the desirability, added value and possible modalities for establishing of a One-Stop-Shopping procedure for the operation of telecommunications networks and services
- g) that ECTRA and ERC have concluded that a regulatory database of licensing regimes for telecommunication networks and services is feasible and should be implemented in order to support applicants seeking authorisation in more than one country

taking into account

- a) ERC Decision of 21 March 1997 on the publication of national tables of frequency allocations (ERC/DEC(97)01);
- b) ERC Decision of 30 June 1997/ECTRA Decision of 12 March 1997 on the provision of information for a database of licensing requirements for VSAT/SNG (ERC/DEC(97)09 and ECTRA/DEC(97)01);
- c) the "Arrangement for a One-Stop-Shopping procedure for licences and other national authorisations for telecommunications services pursuant to the Memorandum of Understanding establishing the European Telecommunications Office";

DECIDES

- 1. that administrations shall provide the information detailed in Annex 1 in the English language and, if they wish, in other languages, to ETO, whenever this information is available according to national legislation;
- 2. that the administrations provide up-dated information whenever substantial changes take place;
- 3. that this Decision shall enter into force on 31 January 2000;
- 4. that CEPT Member Administrations shall communicate the national measures implementing this Decision to the ERC Chairman and the ERO when the Decision is nationally implemented.

ANNEX 1

Framework for a regulatory database of licensing regimes for telecommunication networks and services

I The date of the last update of the information

II General principles and description of the legal basis of the authorisation/licensing system in the country, relevant laws, policy documents etc

III) Definitions of relevant licensing regimes

- 1) National definitions of license categories, systems, networks and services

The following information should be supplied per category as defined in under III, 1)

IV) National authorisation systems

- 2) Licensing regime including conformity assessment requirements, frequency assignment procedures etc.
- 3) Frequency information relevant for each license category (availability, restrictions etc)

V) Preconditions which have to be fulfilled by the entity willing to provide the service in the country in order to be allowed to apply for an authorisation:

- 4) Ownership restrictions (e.g. foreign ownership restrictions, restrictions for operators who already run other networks or provide mobile services, etc.):
- 5) Conditions concerning reciprocal access to applicants' domestic markets
- 6) Conditions in terms of the applicant's financial capability
- 7) Individual requirements such as managerial and technical competence of the applicant and/or his staff
- 8) Requirement for structural separation of entities with a dominant position/significant market power in other markets
- 9) Presence of a legally registered representative in the country where the service/infrastructure will be provided
- 10) other preconditions e.g. due diligence requirements, fulfilment of milestones set by a CEPT Milestone Review Process if appropriate

VI) Authorisation procedures

- 11) Body to contact for further information/ body responsible for every license component (e.g. service, frequency, infrastructure)
- 12) List of information which has to be given to the NRA by the applicant in order to obtain the authorisation, including evidence that the preconditions are met and including the form in which it should be provided (language, copies etc)

- 13) Other information/documentation which has to be given to the NRA by the applicant in order to obtain the authorisation
- 14) Time schedule for the processing of applications (where applicable) by category
- 15) Reasons why the NRA can refuse authorisation or permission to provide services/infrastructure
- 16) Description of the appeal procedures in case of the refusal mentioned above

VII) Rights and obligations which may be attached to an authorisation

- 17) List of rights and obligation for the licensee (e.g. interconnection, rights of way, premium rate service, numbering, data protection)
- 18) List of information required by the NRAs from operators and service providers to fulfil reporting duties in order to verify compliance with the licensing conditions listed above and a description of how operators and service providers have to provide this information
- 19) Description of the Universal Service Obligation (USO), appointment of the USO provider and Universal service contribution
- 20) Specific obligations imposed on operators with significant market power
- 21) Duration of the authorisation
- 22) Renewal conditions and conditions to change the authorisation
- 23) Fees (initial and periodically, where appropriate)
- 24) Right to and restrictions on the transfer of authorisations by a licensee

VIII) Sanctions and appeal

- 25) Description of complaint procedures and appeal procedures and addresses of appeal bodies.
- 26) Cases in which the NRA can impose sanctions on operators and service providers and list of these sanctions.
- 27) Cases in which the NRA can withdraw permission to provide the service/operate the network

IX. Other important information

Note:

Please check the ERO web site (<http://www.ero.dk>) for the up to date position on the implementation of this and other ERC Decisions.

Annex 3: Recommendation on the establishment of a CEPT One Stop Shopping procedure for Satellite Licences and Authorisations



European Radiocommunications Committee (ERC)
The European Conference of Postal and Telecommunications Administrations (CEPT)

CEPT/ERC RECOMMENDATION (00)01

RECOMMENDATION ON THE ESTABLISHMENT OF A CEPT ONE STOP SHOPPING PROCEDURE FOR SATELLITE LICENCES AND AUTHORISATIONS

Recommendation adopted by the "European Radiocommunications Committee" (ERC)

INTRODUCTION

The 43 CEPT Administrations apply a variety of regulations for the exploitation of telecommunication networks, infrastructure, and services and the use of radio equipment. Market entry requires that applicants go through each national regulation and provide information, individually, to each National Regulatory Authority (NRA). In order to facilitate the process of applying for satellite licences and authorisations in CEPT countries, CEPT has been developing a regulatory database and an electronic combined application form required for the operation of a One-Stop-Shopping procedure for satellite systems. In this context, the SIG OSS SAT has noted that regulatory authorities in other parts of the world have also taken steps to accept electronic application forms. It was further noted that the growing use of e-mail and world wide web facilitate the use of electronic application forms.

The scope of this Recommendation is the implementation of the "One Stop Shopping" procedure for satellite telecommunications network services and terminals. The One Stop Shopping procedure for other liberalised services was introduced to speed up and simplify the process of obtaining licences when such licences are required in more than one country in the CEPT. The extension of the One-Stop-Shopping procedure to satellite systems is a further step towards facilitating market access, with the additional benefits that an electronic application form provide for both NRAs and applicants. The thrust of this Recommendation is aimed primarily at entities wishing to provide satellite networks and services and/or to operate satellite terminals in more than one CEPT country. This Recommendation is not intended to cover radio amateur or broadcasting services.

Requirements for an ERC Recommendation

The possibility of using a single point of contact, a combined application form and a centralised database is highly appreciated, both by operators and Administrations as a helpful tool to support industry in obtaining licences within the CEPT. The benefits of the OSS procedure to Satellite Industry and Administrations were identified in a report from the SIG OSS SAT to ERC/ECTRA (see Recommends 2).

The importance of a One-Stop-Shopping procedure for licensing of satellite networks, services and terminals, especially in the light of the EU Licensing Directive (97/13/EC), justifies the development of an ERC/ECTRA Recommendation.

"The European conference of Postal and Telecommunications Administrations,

considering

- a) that licensing regimes and hence licensing conditions differ from country to country;
- b) that it can be time-consuming for applicants to obtain all the necessary licensing information separately from each individual Administration;
- c) that it can be time-consuming for applicants to provide each individual Administration with the required information;
- d) that part of the information asked by each NRA is common to a number of countries;
- e) that ECTRA and ERC have been mandated by the European Commission to investigate the desirability, added value and possible modalities of establishing a One-Stop-Shopping procedure for the operation of telecommunications networks and services;
- f) that ECTRA and ERC have concluded that an OSS for satellite networks and services is feasible and ought to be implemented in order to support applicants seeking authorisation in more than one country;
- g) that this OSS procedure will comprise a regulatory database of licensing regimes for telecommunication networks and services, an electronic combined application form for satellite licensing and a Shop;
- h) that the OSS procedure will be available from 1st of July 2000.

taking into account

- i) ERC Decision of 21 March 1997 on the publication of national tables of frequency allocations (ERC/DEC(97)01);
- ii) ERC Decision of 30 June 1997/ECTRA Decision of 12 March 1997 on the provision of information for a database of licensing requirements for VSAT/SNG (ERC/DEC(97)09 and ECTRA/DEC(97)01);
- iii) ERC Decision (99)22 of 29th November 1999/ ECTRA Decision (99)05 of 2nd December 1999 on Establishment of a Regulatory Database of licensing regimes for telecommunication networks and services;
- iv) the "Arrangement for a One-Stop-Shopping procedure for licences and other national authorisations for telecommunications services pursuant to the Memorandum of Understanding establishing the European Telecommunications Office", modified on 2 December 1997 (ECTRA(93)69 Final Rev2, AnnexA)
- v) 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, and in particular art.13 "One-Stop-Shopping procedure";
- vi) the recommendation in support of OSS made by the Satellite Action Plan Regulatory Working Group (SAP RWG) in its first report on Market Access as well as the numerous letters of support from the Satellite Industry.

recommends

- 1) that Administrations accept the principles of One-Stop-Shopping for satellite licences and authorisations described in *ERC Report on One Stop Shopping for satellite licences and authorisations*, a summary of which is annexed to this Recommendation;
- 2) that Administrations accept the procedure described in the aforementioned summary and Report in support of the establishment of One-Stop-Shopping for satellite licences and authorisations within the CEPT;
- 3) that Administrations inform the Shop about any changes in national licensing and authorisations requirements in order to ensure that all relevant information relating to OSS for satellite licences and authorisations is kept up to date;
- 4) that Administrations inform the Shop about the acceptability of electronic application forms;
- 5) that Administrations participate in a regular review of the OSS procedure with a view to making further improvements.

Note:

Please check the ERO web site (<http://www.ero.dk>) for the up to date position on the implementation of this and other ERC Recommendations

Note 2:

Annex of the Recommendation, which contains the main principles and procedures of the CEPT One Stop Shopping Procedure .., is not included, since the same text is included in the main body of this ERC Report.

Annex 4 Combined Application Form

COMBINED APPLICATION FORM (CAF) FOR SATELLITE NETWORKS, SERVICES AND TERMINALS

Introduction

This combined application form comprises virtually all questions asked by all CEPT Administrations in applications for operating satellite networks, providing services and using an end-user terminal or earth station. CAF software has been developed to assist applicants to complete a single electronic form for making multiple applications to multiple members of the CEPT via the one-stop-shop (OSS) office at the European Telecommunications Office (ETO). Note that the requirements vary from country to country. Some countries have limited requirements for the applicants. Indeed, Denmark does not require an application form for completion of parts A to C of the CAF.

The terminology and even the meanings of some terms used in applications varies from country to country. In this CAF, the terminology used follows that used in the February 1998 ETO study on Licensing Satellite Networks and Services.

Until an electronic, truly common application form is developed and accepted throughout the CEPT, an application form usually comprises two parts, part of which can be completed on line and part of which comprises any attachments, such as certified copies of legal documents which are not easily transmitted electronically, but which are nevertheless required by some national regulatory authorities (NRAs). Thus, the OSS can forward to NRAs the on-line part of the application, while the applicant will need to post the official documents via "snail-mail" (and even the application form in countries where an electronic form has not yet been accepted).

In this CAF, some text appears in square brackets and/or there are "Notes" relating to particular countries. The text in the square brackets is for the software house which is designing the electronic version of the CAF. Typically text in square brackets indicates a question which is for only one or a few countries. The "Notes" without square brackets would appear on screen in the software version of the CAF only when the applicant ticks those countries in Question 1.

PART A – Purpose of application

Question 1

Identify those countries in which you wish to provide a service or operate an earth station:

- Albania
- Andorra
- Austria
- Belgium
- Bosnia-Herzegovina
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- F.Y.R. of Macedonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Moldova
- Monaco
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Russian Federation
- San Marino
- Slovak Republic
- Slovenia
- Spain
- Sweden
- Switzerland
- Turkey
- Ukraine
- United Kingdom
- Vatican City State
- All of the above

Note: The Communications Authority of Hungary can assign frequencies and/or issue a radio licence only after the completion of the international co-ordination procedures (4+2 months).

Note: Danish regulations do not require submission of application, nor does the National Telecom Agency issue licences for the operation of satellite networks or services. However, the operation of any form (including satellite) of telecom networks and services in Denmark must comply with the *Executive Order on the Provision of Telecommunications Networks and Services*, which is concerned with consumer protection, emergency services requirements etc..

Note: The French licensing regime distinguishes between

- independent networks : a telecommunication network intended for private use or shared use.
- public networks : a telecommunications network established or used for the provision of public telecommunications services.

Please refer to the database (French part – National definitions of licence categories)

This application form can only be used for a satellite independent network (typically VSAT or SNG). If you intend to establish and operate a satellite public network, please refer to the OSS database or contact the Autorité de Régulation des Télécommunications (ART), whose website is www.art-telecom.fr. The operation of an end-user earth station does not require an authorisation as long as the terminal has been type approved and is connected to an authorised network.

Any application should be in French and addressed in five samples.

Note: In Switzerland, the Telecommunications Law, Chapter 2 re Telecommunications service, Article 6 stipulates: “Conditions for granting the licence”. Paragraph 3 says “The applicant shall have a right to be granted a license, as a rule within six months of submitting his application, if the conditions attaching to the application are fulfilled.”]

Question 2

What is the purpose of your application?

- to be authorised to operate a gateway or hub station (a)
- or to operate a network with assignment of frequencies? (a-1 only for Portugal or Italy)
- to provide a service to subscribers?(b)
- to operate an end-user satellite earth station? (c) [for Denmark only: "Or to obtain assignment of frequencies)]

Note: In some countries no licence is required for the provision of services. Please see ETO database for detailed information on national licensing regimes.

Note: in Germany and Sweden, if the satellite service provider does not operate a satellite link, only a notification, not a licence, is necessary. In Sweden, provision of satellite services is not regulated as a separate service, but as a means of providing telecommunications services.

Note: In Poland, there is no definition of a Service Provider, but the function is covered by a Satellite Network Operator (SNO).

Note: Albania, Czech Republic, Estonia, among others, require an applicant for a SNO and SSP to be resident in or to have a representative in the country. In Poland, the applicant must be a resident.

Note: In Estonia, unless the equipment is CE-marked, there is a requirement for a customs licence to bring radio transmitting equipment into the country. For hand-held or any other type of satellite earth station, an individual licence is required, although there are plans to grant general authorizations instead for specific kinds of satellite earth stations (such as S-PCS terminals).

Help content to appear about the word "assignment" this implies that a specific band, indicated in the licence title, will be reserved for the establishment of the network concerned

Question 3

Is it for demonstration only? :YES /NO

Number of different demonstrations:

From time (GMT):

To time: GMT time (GMT):

From date:

To date:

Place:

Country:

Question 4

For France:

The satellite network is

- a public network (see definition in the part « France » of the database)
 - an independent network :
 - a VSAT network
 - a SNG network

If the question 2 possible answers are exclusive, the following note should appear when France is ticked :

Note:

« Concerning France, even though the question 2 answers are exclusive, the following application form only needs to be filled in once. »

Question 5

What type of earth station do you want to operate?

- transportable (SNG or movable VSAT)
- mobile
- fixed
- transmitting VSAT
- two-way VSAT
- receiving VSAT

Note: In the UK, if a permanent earth station is used for uplinking broadcasting material, please refer to the UK Broadcasting Act and/or the OSS data base.

Note: In Denmark, in order to operate an earth station one must apply to the National Telecom Agency for a frequency licence. However, the user terminals are exempt from licences in accordance with the *Executive Order on Installation, Activation and Use of Radio Equipment without an individual licence for Frequency Use*. Denmark asks the questions in Part D of the CAF only for an application for a frequency licence.

Question 5-NL (Netherlands)

What type of earth station do you want to operate?

- a) Mobile
- b) Receiving Only Earth Station (ROES)
- c) SNG
- d) Hub/Gateway
- e) Two-way Earth Station
- f) One-way Earth Station

Question 6

Please tick those items which describe the service you wish to provide:

- domestic
- international
- satellite news gathering (SNG)
- voice telephony
- data
- telex
- facsimile
- e-mail
- paging
- audio (signal transfer only)
- video (signal transfer only)
- supervisory control and data acquisition (SCADA or monitoring)
- leased lines
- point-to-point services (except SNG)
- point-to-multipoint services
- other (please specify)

Note: In Portugal, the licensing of receive-only VSAT earth stations is needed in case the station is connected to the basic telecommunications network or if protection against harmful interference is requested.

Question 7

If you wish to operate a satellite network, will that network be :

- open to the public?
- a closed user group?
- own use?

Please see ETO database for national definitions of Closed User Groups.

Question 8

Will your service interconnect (directly or indirectly) with public networks?

- Yes
- No

Question 9

Are you applying

- as an individual (natural person)?
- as the representative of a company?

Name to which the licence should be issued:

Note: At this time, Italy and Poland do not take applications from individuals to be SNOs or SSPs.

Note: Portugal does not accept applications from individuals to be SNOs.

PART B - Applicant Information

Question 10

Please provide your and your company details.

- Name and surname
- Title
- Company's registered name
- Tax Identification Code
- Company's Address
- City
- Country
- Postal Code
- Telephone
- Facsimile
- E-mail
- Web site (optional)

Question 11

Please provide the details of a contact person if different from the above.

To Jan: Fields filled per default with answer from Q10

- Name and surname
- Title
- Company's registered name
- Company's Address
- City
- Country
- Postal Code
- Telephone
- Facsimile
- E-mail
- Web site (optional)

Note for Italy: Please provide complete details even if they are the same as the company details provided earlier.

Question 12

Please provide the contact details of your representative in the country for which you seek authorisation.

- Name and surname
- Title
- Company's registered name
- Company's Address
- City
- Country
- Postal Code
- Telephone
- Facsimile
- E-mail
- Web site (optional)

Question 13

Please provide

- your passport / identity card number
- country of issue
- Tax Identification Number
- place of birth
- country of birth
- date of birth
- address of permanent/ transient residence

Name: and Surname:

Spain:

When the applicant is not a private individual, but a representative, he needs to provide and attach the following information:

- Identity card/ passport (when the applicant is the representative of a non-Spanish company)
- Certificate of his/ her power of attorney
- Certificate of residence in Spain. In the case of a non-Spanish company, the applicant must provide a certificate of residence of the company representative in Spain.

Question 14

Have you previously applied for any other licence or authorisation?

- Yes
- No

If answer to 14 is yes, then show question 15

Question 15

How many licences or authorisations were granted:

- For each of them please provide: the country your licence or authorisation was granted or the date the service provision declaration was sent:
- the date it was granted:
- licence number
- authority of issue

Question 16

Please provide the address of the contact to whom bills should be sent:

- Name
- Title
- Company
- Address
- City
- Country
- Postal Code
- Telephone
- Fax
- E-mail

Question 17

To which government agency, does your company submit its annual accounts?

Note: In Moldova, the company is to submit its annual accounts to the Ministry of Transport and Communications.

Note for Lithuania

Please provide the name and contact details for the bank used by the applicant enterprise.

Question 18

Please provide the contact details for that government agency.

- Address
- Telephone
- Fax
- E-mail

Question 19

Please provide your company registration number:

Country of registration:

Note: In Luxembourg, this information is required only under the public licensing regime.

If the applicant is a French company, please provide the APE code and the SIRET number .

Note for Moldova:

Is your company registered as a juridical person on the territory of the Republic of Moldova?

- Yes
- No

Question 20

Note for Hungary or Poland

Are telecommunications included in the activities of that company?

- Yes
- No

Note: If no, your application will not be accepted in [name of country ("Hungary" and/or "Poland") to appear]. See the OSS database for details.

Question 21

~~Please state your sales (turnover) for all operations for your last financial year. — (euros)~~

~~Please state the sales figure for operations with notification obligations. — (euros)~~

Question deleted

Question 22

Please provide the names and contact details for the principal officers of your company:

the chairman and/or managing director:

- Name

- Exact title
- Address
- Telephone
- Facsimile
- E-mail

Question 23

the company secretary:

- Name
- Exact title
- Address (if different from yours)
- Telephone
- Facsimile
- E-mail

Note: Moldova does not require this information.

Question 24

the chief financial officer:

- Name
- Exact title
- Address (if different from yours)
- Telephone
- Facsimile
- E-mail

Question 25

the legal counsel:

- Name
- Exact title
- Address (if different from yours)
- Telephone
- Facsimile
- E-mail

Question 26

the officer responsible for technical issues:

- Name
- Exact title
- Address
- Telephone
- Facsimile
- E-mail

Question 27

Please provide contact details for those shareholders holding more than 10 per cent of the shares in your company.

For Greece, the requirement is for shareholders with share-holdings of 30 % or more.

Spain requires a declaration signed by the company secretary and President showing all shareholders and indicating their participation (percentage shareholding).

Note: Croatia and Germany require details for all shareholders.

Number of those shareholders:

- Shareholder
- Nationality or country of registration
- Percentage of shares
- Title
- Company
- Address
- Telephone

France:

- Facsimile
- E-mail

Question 28

Have you or your principal officers or your major shareholders ever been convicted of a criminal offence?

- No
- Yes

Note: in Italy a copy of Casellario giudiziale" has to be provided (i.e. transcript of police record)

Question 29

If yes, please attach to this application details of this conviction, including the date of the conviction and the contact details for the court in which the conviction was made. Note that it is your right to send this information in confidence directly to the NRAs in those countries in which you are seeking a licence or authorisation.

Question 30

Note for Germany:

Pursuant to Section 23(1), sentence 2, (2) and (3) of the Law against Restraints of Competition, have you, or a person appointed to manage your business, or one of your affiliate companies, in the past five years been subject to:

- the withdrawal of a telecommunications licence?
Yes
No
- the imposition of conditions for non-fulfilment of obligations coming from a telecommunications licence ?
Yes
No
- legal proceedings for violation of telecommunications or data protection law?
Yes
No
- Are any other such legal proceedings pending?
Yes
No

PART C – Service description

Question 31

For **France, Lithuania, Sweden Italy**: Please describe the service you wish to provide:

Question 32

For France:

Please describe the type of users. If they constitute a closed user group, give its name and at least a description showing clearly a community of interests sufficiently stable to be identified and which exists prior to the provision of the telecommunications service or the establishment of the independent network.

Question 33

For France and Lithuania:

Please describe how access to your service will be provided: the conditions of access, the process of access.

Question 34

When do you want to begin operation of your earth station(s) in [country name from Q1]?

Date:

Question 35

When do you want to begin provision of your services in [country name from Q1]?

Date:

Question 36

When do you intend to terminate provision of your services or to decommission your earth station in [country name from Q1]?

Date:

Question 37

For what type of service, as defined by the ITU Radio Regulations, do you seek an individual licence or authorisation?

- mobile satellite service (MSS)
- fixed satellite service (FSS)
- broadcast satellite service (BSS)

Note: For Switzerland and Italy, the OSS procedure will cover satellite telecommunication services, not satellite broadcasting services.

Question 38

If you wish to provide a service to a closed user group only, please describe the closed user group.

Question 39

Please describe the procedures for introducing new dependent earth stations in your planned network.

Question 40

For Hungary, please provide:

- coverage area and geographically determined place of the wanted telecommunication service
- statistical number of service
- confirmation that at least one employee is skilled in telecommunications
- confirmation that the fee of _____HUF per application is paid (in the form of a stamp)
- service description according to the notice of the Ministry of Transport, Communications and Water Management published in No 18/1997 of the Official Gazette of the Ministry (Közlekedési, Hírközlési és Vízügyi Értesítő),
- enterprising conditions according to the above mentioned notice of the Ministry.

For Poland, please provide confirmation that the fee of _____PLN per application is paid (in the form of a stamp)

Question 41

If you intend to offer a service to the public, will you have staff available 24 hours a day to ensure the integrity and continuous availability of your service?

- Yes
- Not needed

Question 42

Will you or your company be providing any emergency or safety services?

- Yes
- No

Note: In Croatia, it is obligatory to provide emergency or safety services. Please see the OSS database for more details.

Question 43

Please confirm that you and/or your company will comply with all relevant legal requirements to protect customer-specific data.

- I confirm.

For Spain:

Please provide a description of the measures taken to protect customer-specific data and confidentiality of communications.

Question 44

Please describe how you intend to provide information to users.

For Netherlands:

If you intend to provide a service to the public, please provide a short overview of the way and means with which and the target groups to whom you will make known your public offer, for example:

- advertising in newspapers
- or magazines,
- flyers
- radio
- TV
- Internet
- direct mailing
- Other:

PART D – technical information

Question 45

In which frequency bands do you want to operate?

- below 1 GHz [Not Au]
- between 1 - 3 GHz [Not Au]
- above 3 GHz [Au]

HELP Text to appear only if France is ticked and Q2γ=b:

- Up-links:
Preferred frequencies: exclusive band 14-14,25 GHz
Shared band 14,25-14,50 GHz band after coordination
C-band after coordination
- Down-links:
Preferred frequencies: 14-14,25 GHz 12,5-12,75 GHz
Shared band 10,7-11,7 GHz without guaranty of protection against perturbations
C-band after coordination

HELP Text to appear only if France is ticked and Q2γ=c:

- Up-links:
Preferred frequencies: exclusive band 14-14,25 GHz
Shared band 14,25-14,50 GHz band after coordination
- Down-links:
Preferred frequencies: 14-14,25 GHz 12,5-12,75 GHz
Shared band 10,7-11,7 GHz without guaranty of protection against perturbations

Question 45-1

For Italy:

Please indicate authorised satellite telecommunications network you wish to use:
Please give the authorisation references (Art.8, Art.9 and Art.10 D.L.55 11/02/97):

Question 46

If the earth station is to be interconnected to the public networks, how will access be provided?

- leased lines
- PSTN
- Other (please specify in a few words):

Question 47

Please identify the satellite(s) to be used. Number of satellites:

- Name and operator of the space segment
- Orbital position (if geostationary): (degree, East, West)
- Low earth orbit
- Medium earth orbit
- Number of the transponder
- [For UK:] Active carrier bandwidth

For Switzerland:

Identify the frequency bands for each of the following links :

Satellite-Satellite Earth Stations (fixed and mobile subscriber terminals):

	Up Link	Down Link
Frequency (kHz)		
Bandwidth (kHz)		
Designation (according to ITU Radio Regulations)		
EIRP (dBW)		

Satellite - Hub/Gateway (feeder links):

	Up Link	Down Link
Frequency Band		
Bandwidth		
Designation (according to ITU Radio Regulations)		
EIRP (dBW)		

Satellite-Satellite (if applicable):

	Up Link	Down Link
Frequency Band		
Bandwidth		
Designation (according to ITU Radio Regulations)		
EIRP (dBW)		

Question 48

Please provide the address for your earth station(s):

- Number of earth stations:
- Geographical co-ordinates: degrees/ minutes/ seconds for all fixed or permanent earth stations
- National Grid Reference [for UK]:
- Address
- City
- Province/state
- Country
- Contact person
- telephone
- fax
- e-mail
- **Type of link: one way / two way tick box exclusive choice [France only]**

If Question 3 = c, d or e:

In the case of a control hub station for a VSAT network, identify:

- its address (place, country):
- telephone
- fax

Question 49

For Croatia or Finland:
Please indicate the area of operation of the mobile earth station(s):

Question 50

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 table.

Total Number of earth stations

About the antenna:

- Manufacturer
- Brand name and/or antenna type
- Serial number
- Base, centre and top height of antenna relative to sea level
- Antenna diameter (main reflector) m
- Azimuth $^{\circ}$
- Elevation angle of the antenna $^{\circ}$
- Horizon elevation diagram (0 - 360 $^{\circ}$) (to be attached)
- Antenna radiation pattern (give reference pattern or provide diagram)
- Minimum power density dbW/Hz thermal noise of the receiving system K
- Nature of service
- Class of station

	Up link	Down link
Carrier Frequency (MHz/GHz)		
Bandwidth (kHz)		
Channel spacing (kHz)		
Maximum isotropic antenna gain (dBi)		
Beamwidth ($^{\circ}$)		
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)		

For Switzerland:

	Up link	Down link
Carrier frequency (MHz)		
Data Rate of transmission (kBit/sec)		
Noise Temperature ($^{\circ}$ K)		

For the UK:

- Either the transponder centre frequency and bandwidth or a spot frequency and its necessary bandwidth:
- Coverage beam identification (in accordance with ITU submission):
- Input power to the antenna
- Minimum power to the antenna
- C/N ratio

For Germany Italy and Portugal:

Please indicate:

- assigned frequency for each carrier channel of the transmitter (the table above concerns each carrier): (attached)
- if there are different antennas for transmitting and receiving and, if so, provide the different parameters for each: (attached)
- the kind of multiplexing (e.g., SCPC, TDMA):

About the RF unit (transmitting amplifier unit):

Number of transmitting units:

- 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 in dBW)]

For Germany, Italy and Portugal:

Please indicate

- the number of channels per carrier:
- data/TV/voice telephony:

About the internal unit:

Number of internal units:

- Manufacturer [Au]
- Type description [Au]
- Number of modems [Au]

For Switzerland:

For mobile earth stations (MSS), please provide :

	Up link	Down link
Carrier Frequency (Center frequency) (GHz)		
Bandwidth (MHz)		
Bandwidth per channel (kHz)		
Multiple access type (TDMA,CDMA)		
Designation (in accordance with the ITU Radio Regs)		
EIRP (dBW)		

For Italy, please indicate:

- Transmitting Earth station co-ordination contours (to be attached)
- Receiving Earth station co-ordination contours (to be attached)
- Special section AR/11/A/...(RR1042)

- Special section AR/11/C/...(RR1060)
- Special section AR/14/C...(RR1610)

Question 51

For Italy and France:

In the case of SNG, provide the list of the stations which could be used, and for each of them, the references of the approval of the space segment operator.

Number of stations:

Identification number

Approval number

Question 52

For Croatia and Germany:

Please provide the normal hours of operation of the earth station (not applicable to mobile earth stations).

- From to -
- 24-hour operation

Question 53

If the above earth station is part of a VSAT network, please indicate the type of network:

- star
- mesh
- point-to-point
- other configuration (please describe):
- remote controlled transmitting station
- on-site operation and control of the transmitting station

Question 54

If the VSAT transmitting station is to be operated by remote control, will it comply with TBR 28, para. 4.8 and TBR 43, para. 4.8?

- Yes
- No
- Not applicable

If no, why not?

Question 55

Will the control channel be transmitted

- by satellite?
- by terrestrial means?

Question 56

Please identify the operator of the control hub station.

Number of hub stations concerned:

- Name:

Please provide the details of a contact person at the earth station (gateway or hub)

- Name of contact person at the earth station
- Company (if different from yours)

- Address
- Telephone:
- Fax:
- E-mail:

Question 57

For France:

Please describe the procedures of emergency and security used for the network exploitation.

Question 58

Please provide a brief description of the way control of the station is carried out.

Note: In Portugal, this information is not needed for subscriber terminals.

Question 59

If you intend to provide service to the public, please describe your back-up procedures and facilities in case of fault or disruption:

Question 60

If you intend to provide a service to the public and if a fault or disruption should occur, what is the maximum down-time you are planning for?

- less than five minutes
- less than 30 minutes
- less than one hour
- less than one day

In Luxembourg, this information is required only under public licensing regime.

Question 61

Does your earth station comply with the essential requirements [as defined by EC/97/13, the Licensing Directive]?

- Yes
- No

Question 62

For France and Italy:

Please indicate the references of the ETSI standards or the references of the certificates of conformity to the essential requirements.

Question 63

Has the earth station received type approval?

- Yes.
Please provide the date.
- No

Note that when the European Union's Radio and Telecommunications Terminal Equipment (RTTE) Directive comes into force in April 2000, type approval certification will be replaced by manufacturer's declaration for EU member States.

Question 64

Please provide the name and contacts for the notifying body:

- Name:
- Title:
- Type approval entity:
- Address:
- Telephone:
- Facsimile:
- E-mail:

Question 65

Has your earth station received any necessary planning permission?

- Yes
- No

Note: In Italy the applicant is responsible for obtaining planning permission.

Question 66

Please provide the name and contact details of the local authority which has given planning permission:

- Name of contact person:
- Local authority.
- Address:
- Telephone:
- Facsimile:
- E-mail:

Question 67

Has the space segment operator granted you permission to access its satellite capacity?

- Yes
- No
- Awaiting permission
- Not applicable. Own capacity to be used.

Question 68

For France:

Please describe the mode of access to the space segment:

Question 69

If permission is granted or expected, please provide the trading name and contact details for the space segment operator(s).

- Trading name:
- Contact person:
- Title:
- Address:
- Telephone:

- Fax:
- E-mail:
- Web site:

Question 70

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

Question 71

For France:

For fixed satellite services, please provide the frequencies and channels assigned by the satellite operator:

Up-links:

Down-links:

Question 72

Please provide any other information which you think would be useful in assessing your application:

PART E – Declaration

I 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.

I agree to the information provided in this application being forwarded to other government bodies for the purpose of verifying its accuracy.

For Hungary:

I confirm that the applicant company has not had any unpaid taxes and public dues within one year before the submission of this application.

For Germany:

I declare that I am willing to co-operate in facilitating the legal interception of calls. See the ETO database for more details.

For Italy

I declare that, in case of harmful interference to Italian or foreign telecommunications networks, I will immediately disconnect the earth station(s) causing the harmful interference.

For Spain:

Optional:

I apply for the right to occupy public and private property and therefore I assume any public service obligations that may be imposed on me as a result.

For Spain. In case of a non-Spanish applicant:

I submit to the jurisdiction of the Courts and Tribunals of Spain, at any instances and for any matters which, whether directly or indirectly, may arise in connection with the license granted, and expressly renounce any right to any foreign jurisdiction which may otherwise apply.

For Spain:

In case any public service obligations may be imposed as conditions attached to my licence, I will present an statement of not being in the case of any of the prohibitions to negotiate with the Administration.

Signed

Date and place of this application

For Spain:

NAME OF THE AUTHORITY TO WHICH THE APPLICATION IS ADDRESSED

PART F - Attachments

[NOTE: FROM THIS POINT ONWARDS "QUESTIONS" WOULD BE RE-NAMED ATTACHMENTS]

Question 73 /Attachment 1

- Please provide proof of your right to use space segment (a statement issued by the organisation operating the satellite or leasing satellite transponder capacity).

For Switzerland:

- Please provide a copy of the permission from the satellite organisation(s) for operating the Fixed Satellite Earth Station(s) and Mobile Earth Stations with its system according to the outlined purposes.

Note: In Luxembourg, the information is required only under public licensing regime.

Question 74 /Attachment 2

Please provide proof that your equipment bears the "CE" mark.

Note: In Luxembourg, the information is required only under public licensing regime.

Question 75 /Attachment 3

Please provide a statement from the manufacturer that the equipment is in accordance with ETSI standards.

Note: In Luxembourg, the information is required only under public licensing regime.

Question 76 /Attachment 4

Please provide a statement of the requirements and/or any associated or test report from a certification body and/or type approval certificate. (For Austria, if such a document is available)

Note: In Luxembourg, the information in is required only under public licensing regime.

Question 77 /Attachment 5

Has your company registered in the country for which your company is seeking authorisation?: yes / no

If yes, please give the name and contact details of your representative.

Question 78 /Attachment 6

For Netherlands:

Please provide an extract from the local registry office in the Netherlands or equivalent in other countries or proof of residency.

Question 79 /Attachment 7

Italy requires an anti-Mafia certification [the certificate is one page long and a copy can be obtained from ETO or (link to relevant document)]

Question 80 /Attachment 8

For Albania, Germany, Hungary, Lithuania, Spain, Sweden or Switzerland:

Please provide a notarised copy of company registration document.

For Switzerland:

Please provide a copy of the company's:

- legal structure (e.g. limited company, joint venture, etc.):
- statutes.
- organigram (to be attached)
- last annual report (to be attached)

Also indicate participation of the company in other companies:

For Hungary, Spain:

Provide a copy of your company's foundation document in the country.

Note: In Lithuania and Poland, provide a notarised copy of your company's foundation document in the country.

Note: In Poland, the applicant must be registered in the Commercial Register of the Court. Please provide a copy.

For Spain:

Please provide a notarised copy of the tax identification document in Spain.

Question 81 /Attachment 9

If you intend to provide a service to the public, please provide a copy of your most recent annual accounts.

For Sweden and Portugal:

If you intend to provide a service to the public, please provide a copy of your most recent last adopted annual report.

Question 82 /Attachment 10

For Hungary and Spain:

Please attach a declaration from the principal officer of your company confirming that neither bankruptcy nor liquidation procedures are in progress against your company.

Note: For Spain, please refer to the OSS database for more details.

For Lithuania:

Please attach a certificate of the State Tax Inspection informing that the enterprise has settled accounts with the Lithuanian state budget and declared earnings (in case of private companies).

For the SNO applicant in Portugal:

If your company is already established in Portugal, please provide proof that you are not a debtor of any taxes or other amounts to the State or Social Security and that the respective payment is assured through the fulfilment of the agreements made for that purpose under legal terms.

For the SNO applicant in Spain:

Please provide proof by attaching copies of the Administrative Certificates that you are not a debtor of any taxes or other amounts owing to the State or Social Security and that the respective payment is assured through the fulfilment of the agreements made for that purpose under legal terms.

Question 83 /Attachment 11

For Switzerland:

Reliability and organisational measures

(See Art. 6 para. 1 lit. b and c. and 23 para 1 lit. b of the Law on Telecommunications [LTC]).

An applicant is deemed to be reliable when he offers a guarantee that he will comply with the Law on Telecommunications, its implementing provisions and the licensing regulations. In this context, the applicant must:

- set out the organisational measures which will ensure compliance with the regulations in the sphere of end-to-end communication (Art.11, para.2 LTC), emergency calls (Art.20 LTC), access to directories (Art.21, para.2 LTC), data protection, telecommunications secrecy (Art.43 and 46 LTC) and the monitoring of telecommunications traffic (Art.44LTC).

Obligations of end-to-end communication, emergency calls and access to directories are required only for services forming part of the universal service.

- enumerate the measures which he intends to take in order to ensure compliance with the regulations concerning employment law and the working conditions in the sector.

Question 84 /Attachment 12

If you intend to provide a service to the public, please provide a copy of your business plan.

Germany:

Under section 8 of the Telecommunications Act anyone who guarantees availability of the means of production for setting up and operation necessary to exercise licence rights is deemed to possess the required efficiency.

The applicant should in particular detail its medium term (5-year) capital expenditure and financing plan. It should provide proof of secured financing, e.g. written financing promises from its parent company, other affiliate companies or financial institutions. Mere declarations of intent or promises of endeavour are not suitable. For more information please see ETO database.

For Spain:

Applicants should provide all the economic information of their project, quoting the amount of the equivalent quantities in constant [pesetas] for the duration of the licence.

The business plan should cover at least the first four years of the operation period of the licence, with more detailed information for the two first years. The plan must include the following information:

- Investments plan, showing the investments in fixed assets and infrastructures
- Cost-effectiveness analysis
- Solvency and liquidity analysis

For Switzerland:

Business and Service Plan

(See Art.5 para.1 and Art.4 para. 2 OST [Decree concerning Telecommunications Services])

The business plan must cover the entire period of the licence and must contain the following elements:

- market analysis (market potential and target groups)
- investment and finance plan
- estimated value of the licensed business (net cash value)
- break-even point

The applicant can base his business plan on assumptions he has chosen, but he must state those assumptions clearly. In addition, the applicant shall indicate which existing and future services he intends to provide.

For Portugal:

If you seek authorisation as a SNO, you must indicate the financial viability of your company. The information should cover at least a five-year period following the granting of the licence and should include:

- Investment
- Expected return on investment
- Detailed forecast balance sheets
- Income statements
- Associated financial plan
- Evidence supporting the investment forecast
- Explanations about the assumptions on which the business plan is based.
- An adequate economic and financial capacity is proved if at least 25% of the total investment concerning the business to be developed is covered by company equity.

Question 85 /Attachment 13

For Hungary:

Please attach:

- a copy of notification form ITU Ap S4/III
- maps of co-ordination contour in the up-link and down-link direction
- calculation of link attenuation for gateways, hub stations, coast stations.

Question 86 /Attachment 14

For Germany:

If the radiated power (EIRP) of any transmitter exceeds a value of 10 W, the SNO and ST must attach a certification which he can obtain from one of the local offices of the REGTP. On the German NRA's homepage (www.regtp.de) can be found Ordinance 306/1997, which describes the details. A list of the addresses of the 50 local REGTP offices can also be found on the homepage.

Question 87 /Attachment 15

Please describe the experience which you or the principal officers of your company have in the provision of satellite and/or other communications services.

For Spain:

Applicants should provide information on their advanced technology experience related to telecommunication networks, networks management and research and experience in the implementation of similar projects.

Question 88 /Attachment 16

For Switzerland:

Technical capabilities and technical plan

(See Art. 6 para. 1 lit. a and art. 23 para. 1 lit. a LTC; art. 5 para. 1 to 3 OST [Decree concerning Telecommunications Services])

Technical capabilities

The applicant shall set out the extent to which he, his partners or their agents possess the necessary knowledge, experience or functional capability to provide and operate telecommunications services.

In particular, he shall provide precise information (training, previous experience) on the technical personnel he intends to use for the implementation of this project.

Technical plan

The technical plan must provide information on how the applicant intends to ensure compliance in technical terms with the licensing conditions and the regulations of the Law on Telecommunications and its implementing provisions.

To this end, he must in particular attach a technical concept of the planned services and provide the following information and documents concerning the existing infrastructure which he intends to use, or concerning a new infrastructure which is to be established:

- standard or technical norm applied
- technical description of the network
- map with the planned geographical provision number and locations of the planned base stations plus the number of mobile stations envisaged
- frequency use plan
- plan for implementation of the network including planned deadlines
- planned measures to ensure the conformity of the network infrastructure with the provisions of the Decree on Telecommunications Installations [Verordnung über Fernmeldeanlagen (FAV)]³
- envisaged measures to guarantee the conformity of the network infrastructure with the provisions of the Decree concerning Low Voltage Electrical Products [Verordnung über Niederspannungserzeugnisse (NEV)]⁴, the Decree concerning Electromagnetic Compatibility [Verordnung über die elektromagnetische Verträglichkeit (VEMV)]⁵ and with the BUWAL⁶ recommendations on electromagnetic environmental compatibility
- planned measures to guarantee conformity with the requirements of regional planning⁷ and protection of the environment⁸
- planned measures to ensure conformity with the provisions of the draft Decree concerning Protection from Non-ionising Radiation [Entwurf der Verordnung über den Schutz vor nichtionisierender Strahlung (NISV)]

In addition, providers of telecommunications services forming part of the universal service must demonstrate their capability to comply with the obligations of emergency calls (art.20 LTC), end-to-end communication capability (art.11 LTC) and access to directories (art.21 LTC).

Question 89 /Attachment 17

For Switzerland:

Effects on competition

(See Art. 23 para. 4 LTC and art. 4 para 2 OST)

The award of a radio licence shall not substantially impede effective competition, unless reasons of economic efficiency justify an exception.

The applicant must indicate and demonstrate the extent to which the award of a radio licence to him does not substantially impede effective competition. He shall provide individually all useful information on his existing activity in the relevant market as well as on possible future activities in other markets and shall indicate the effect the award of a licence to him might have on effective competition in this market.

With regard to the effects on competition which are to be expected in the event of an award, the licensing authority will consult the Competition Commission in the event of any uncertainty. A presumed substantial adverse effect on effective competition as a result of the participation of an applicant may lead to non-consideration of the corresponding party.

Question 90 /Attachment 18

³ SR 784.101.2

⁴ SR 734.26

⁵ SR 734.5

⁶ Environment series of publications No. 302 - Non-ionising radiation "Limitation of emissions of non-ionising radiation", published by the Federal Office for the Environment, Forest and Landscape, Bern, 1998

⁷ Papers on the problematic of mobile radio installations and regional planning, Federal Office for Regional Planning, September 1998

⁸ Mobile radio antennas: Consideration of the requirements for the protection of nature and the Landscape, Notice dated 31 October 1998, Federal Office for the Environment, Forest and Landscape

For Spain:

A technical plan, signed by a telecommunications expert, should be attached. The plan should include the following:

- Quality plan

The minimum quality commitments should be included in relation to the provision of the service or establishment of the network:

- Topology and architecture of the network, detailing the main characteristics of the different sections.
- Description of the technology to be used in the different parts of the network.
- Implementation plan of fixed networks (if applicable).

Displaying plan of the networks should be detailed, pointing out the size and the coverage obligations and growth forecast during the first four years:

- Forecast of third parties' infrastructures and networks planned to be used (if applicable).
- Rights to occupy private property and public ownership (if applicable).
- General description of the subscribers' equipment
- Information system and network management plan.
- Environmental assessment
- Security and confidential characteristics of the network
- Frequencies plan, including:
 1. fixed stations
 2. Maps of the coverage during the first four years.
 3. General chart of the network

Question 91 /Attachment 19

Please attach a block diagram or schematic of the planned network, showing:

- 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, indicating the types of links between the different elements of the network.

Include details of the subscriber connection and service access arrangements. Include photos and technical specifications of key components.

Question 92 /Attachment 20

For Spain:

Applicants should present their commercial strategy for the four first years of the services/network exploitation, including the contract model that should regulate their relationships with subscribers. Likewise, client attention policy will be described.

Applicants should detail the price structure proposed for each service.

Question 93 /Attachment 21

In Italy a copy of "Casellario giudiziale" has to be provided (i.e. transcript of police record)

Question 94 /Attachment 22

In Ireland a copy of the Basic Licence Conditions (ODTR 98/51) has to be initialed and attached to the application form for a Basic licence.

Question 95 /Attachment 23

In Finland, for fixed earth stations: please provide a map (scale 1:20 000 or smaller) giving the exact geographical location of the station.

GLOSSARY

[NRAs should add any terms from their licence applications which are unusual or perhaps unique to their administration. They should also provide a brief definition if the term is unique to their applications.]

<i>authorisation</i>	any permission setting out rights and obligations specific to the telecommunications sector and allowing undertakings to provide telecommunications services and, where applicable, to establish and/or operate telecommunications networks for the provision of such services. Includes equipment/service licence and frequency assignment. (Liechtenstein)
<i>billing number</i>	the number for which a subscriber receives bills.
<i>blanket licence</i>	a general authorisation whereby individual earth stations do not require individual licences. Rather the type of earth station is given a blanket licence. Also known as a class licence.
<i>BSS</i>	Broadcasting Satellite Service
<i>CAF</i>	Combined Application Form
<i>CE</i>	Communauté Européenne. CE on a radio or telecommunication equipment indicates that the equipment complies with relevant European standards.
<i>CEPT</i>	European Conference of Post and Telecommunication administrations. Currently the CEPT has 43 member countries.
<i>certification</i>	notarised or otherwise an official document which validates or authenticates or provides evidence in support of a statement.
<i>Class licence</i>	A licence authorising a class of equipment, i.e., all individual equipment of a particular category or type are exempt from a requirement for an individual licence.
<i>Class of station</i>	equivalent to a blanket licence; also, a type of earth station
<i>Closed user group</i>	A closed user group is a group who are supplied a telecom service which is not interconnected with the PSTN.
<i>Company registration number</i>	Usually a number assigned by the government entity to which a company submits its annual accounts.
<i>Declaration</i>	a statement by the applicant that his application has been made truthfully.
<i>decommission</i>	the action of taking an earth station out of service.
<i>down time</i>	The time equipment is not in operation, usually because of a fault or disruption.
<i>ECTRA</i>	European Committee of Telecommunications Regulatory Authorities
<i>ERC</i>	European Radiocommunications Committee
<i>ERO</i>	European Radiocommunications Office
<i>Essential requirements</i>	as defined by the Licensing Directive, “‘essential requirements’ means the non-economic reasons in the public interest which may cause a Member State to impose conditions on the establishment and/or operation of telecommunications networks or the provision of telecommunications services. those reasons shall be the security on network operations, the maintenance of network integrity and, where justified, the interoperability of services, data protection, the protection of the environment and town and country planning objectives, as well as the effective use of the frequency spectrum and the avoidance of harmful interference between radio-based telecommunications systems and other space-based or terrestrial technical systems. Data protection may include

	the protection of personal data, the confidentiality of information transmitted or stored, and the protection of privacy.”
<i>ETO</i>	European Telecommunications Office
<i>ETSI</i>	European Telecommunications Standards Institute
<i>exemption</i>	The equipment is exempt from individual licensing requirements. The individual equipment may, however, need to be covered by a blanket or class licence. The ERC has adopted several decisions exempting some terminal types from individual licence requirements.
<i>frequency assignment number</i>	a number designating a frequency assigned to the user, i.e., in lieu of the actual frequency.
<i>FSS</i>	Fixed Satellite Service
<i>GMPCS</i>	Global Mobile Personal Communications by Satellite
<i>hub station</i>	the station at the centre of a VSAT network which controls the network and transmission of signals to individual VSATs.
<i>gateway station</i>	a Land Earth Station which acts as the gateway or switch between a satellite system and the terrestrial telecommunications networks
<i>horizon elevation diagram</i>	
<i>independent network infrastructure</i>	a telecommunication network intended for private or share use. An independent network infrastructure is said to be “privately used” when it is reserved for use by the private individual or corporate entity which established it; “for shared use” when it is reserved for use by several individual or corporate entities gathered in one or several closed user groups, in order to exchange international communications inside a same group.
<i>licence</i>	Some countries have two types of licence, a radio licence and a service licence. The radio licence authorises the use of particular frequencies, while the service licence authorises the applicant to provide particular service(s).
<i>low earth orbit (LEO)</i>	satellites circling the earth in an orbit at an altitude of up to 10,000 km
<i>mark</i>	The mark on a radio or telecommunications terminal or other equipment certifying that the equipment complies with relevant standards.
<i>medium earth orbit (MEO)</i>	An orbital plane between low earth orbit and geostationary orbit. A MEO is about 10,000 km high.
<i>mesh</i>	A system layout that allows of the earth stations to communicate with all other earth stations in the network.
<i>modification</i>	a revision to an existing application or an addition to it.
<i>MSS</i>	Mobile Satellite Service
<i>NRA</i>	National Regulatory Authority
<i>network control station</i>	Monitors and controls remote stations and performs analysis and trouble-shooting in a network.
<i>notifying body</i>	The body appointed by a national administration to notify the European Commission of any type approvals granted by that body.
<i>OSS</i>	One stop shopping. An OSS would enable an applicant to file an application with a single point of contact (the OSS office) which in turn would circulate the application to all countries in which the applicant seeks a licence.
<i>planning permission</i>	permission from the local authority to alter property or to install (for example) an earth station on a specified property.
<i>PSTN</i>	Public switched telecommunications network

<i>public network</i>	a telecommunication network established or used for the provision of public telecommunications services.
<i>radio licence</i>	an individual licence issued by an NRA for use of specific frequencies. Frequency assignment with equipment licence - includes site approval. (Liechtenstein)
<i>register</i>	In Portugal, indicate to ICP (the NRA) that the entity concerned intends to initiate an activity within the telecommunications sector in Portugal. The register is made only once, when the first request from an entity arrives.
<i>registration</i>	In Netherlands, a registration is needed to provide public services. Registration is different from authorisation.
<i>renewal</i>	extension of a radio licence
<i>RTTE directive</i>	Radio and Telecommunications Terminal Directive of the European Parliament and Council. The RTTE Directive is to be implemented by EU member States before 7 April 2000.
<i>satellite earth station</i>	There are many different types of earth stations. Some are hand-held, others are 13 metres or so in diameter.
<i>satellite network operator (SNO)</i>	Satellite Network Operator, the term used in the ETO report on licensing satellite networks and services. A SNO is an entity which operates a gateway or hub station. The SNO may also be a service provider.
<i>satellite service provider (SSP)</i>	Satellite Service Provider. A term used in the ETO report on licensing satellite networks and services. A SSP provides a satellite service to subscribers. The SSP may also sell or rent end-user satellite terminals. The SSP typically acquires satellite capacity from the SNO.
<i>service licence</i>	Authorisation to provide a service
<i>SCADA</i>	Supervisory Control And Data Acquisition. Some satellite terminals monitor the performance of other equipment and transmit data periodically to a control station indicating that the equipment being monitored is functioning properly. SCADA equipment may also monitor river levels or pipeline flows, for example.
<i>SIG OSS SAT</i>	Special Investigative Group on one stop shopping for satellite services, established by ERC and ECTRA, to investigate the feasibility of establishing a OSS shop and service.
<i>site clearance</i>	refers to radio issues, and in particular clearance that a radio transmitter will not interfere with other nearby radio equipment. Not to be confused with planning permission.
<i>SNG</i>	Satellite News Gathering
<i>space segment operator</i>	the operator of a satellite system which is licensed or authorised by its notifying administration, i.e., the country in which the space segment has its headquarters.
<i>S-PCS</i>	Satellite Personal Communications Service
<i>star</i>	a VSAT network configuration where VSAT terminals radiate out from a central network control station.
<i>subscriber satellite terminal (ST)</i>	Typically a satellite terminal is the equipment by means of which subscribers or customers or end users access a satellite network. ETO defines a subscriber as "a person, a company or a group of people and companies located at a termination point of a network and which has/have subscribed to the services provided by an SP."
<i>Tax identification code</i>	a code unique to a particular individual or company.
<i>TBR</i>	Technical Basis for Regulation
<i>terminal type</i>	a type or class of earth station

<i>type approval</i>	Approval granted by a notifying body or test house or certification body indicating that the equipment complies with relevant standards, e.g., those developed by ETSI.
<i>VSAT</i>	Very Small Aperture Terminal