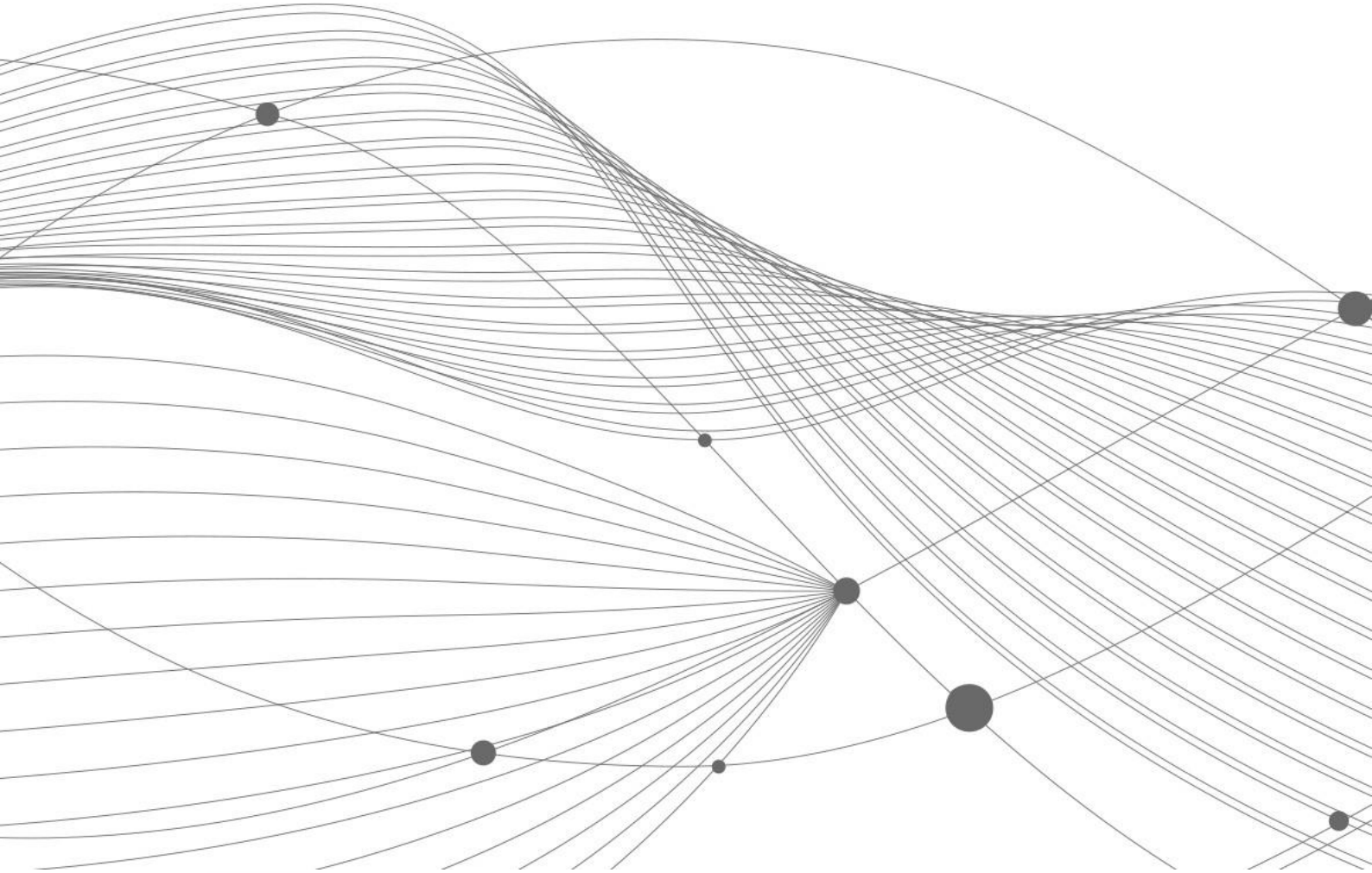
HELLENIC TELECOMMUNICATIONS & POST COMMISSION

User Guide

Platform for Electronic Submission of Requests (Online Radio Licensing Portal)

January 2024, Version 1.1



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CONTENTS

1 Introduction 3

1.1 What is Portal? 3

1.2 Why should my Organization / why should I register? 4

2 General Features 5

2.1 Supported Browsers 5

2.2 Supported Languages 5

2.3 Working with the Web Forms 6

2.3.1 User Interface 6

2.3.2 Data Entry 7

2.4 Tables 8

2.4.1 General Elements 8

2.4.2 Filtering and Searching in Tables 8

2.5 Form Wizards 10

3 Getting Started 12

3.1 Registering as a New User 12

3.2 Logging In 13

3.3 Sub-Accounts 14

4 Applications 15

4.1 Available Radio Services 15

4.2 Create and Submit a New Application 17

4.2.1 Preconditions 17

4.2.2 Processing the New Application 17

4.2.3 Special Guidelines regarding the Satellite Service 22

4.2.4 General features supported by the Portal 24

4.3 Drafts 25
5 Authorizations / Licensing Overview 25
6 Finance 27
7 Master Data Management (Library) 28
7.1 Sites Library 28
7.2 Antennas Library 28
7.3 Equipments Library 29
8 Reports and Statistics 30
9 Support 31

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1 Introduction

EETT; Hellenic Telecommunications & Post Commission, updated their Spectrum Management System including an Online Portal for operators with the project “Integrated Spectrum Management Information System with Platform for Electronic Submission of Requests”, MIS code 5029669.

The provisioned online licensing portal (the Platform for Electronic Submission of Requests) allows operators to interact with EETT, electronically. The system was provided by Space Hellas S.A. Telecommunications and LS telcom with the product mySPECTRA.

This User Guide provides an overview of the main features.

1.1 What is Portal?

The online licensing system, “the Online Portal” is provided by the product mySPECTRA. This is a web-based administrative spectrum management tool to manage radio and equipment licences. It allows operators the following main activities

- Applying for new spectrum authorizations (licences) administered by EETT, Hellenic Telecommunications & Post Commission
    - Standard licence duration
    - Short Term (including radio services for Special Events (PMSE))
- Managing existing authorizations (renew, modify, cancel)
- Importing and validating spectrum data and master data elements (sites, antennas, satellites and equipments)
- Additionally, the following tasks can be carried out:
    - Managing users and (company) addresses
    - Proof payments into the Credit Bucket
    - Administrative tasks

The Online Portal interfaces with the following Systems

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- National or general systems
  - Taxis
- EETT systems
  - Finance system
  - Silia
  - Document Management System
  - Electronic Signature Service
  - E-Registry

1.2 Why should my Organization / why should I register?

Operators will benefit from the usage of the Online Portal

- Apply for a new spectrum licence online – avoiding paper form application
- Get information about your applications (current status, Email information)
- Manage your existing spectrum licences online supported by standard administrative workflows
- Ensure your equipment and antenna data is available in the system – to ensure efficient spectrum management
- Use up-to-date site information with Silia system
- Benefit from quicker licence application authorizations
- Benefit from batch processing for Fixed Link applications by electronic exchange and upload possibilities

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2 General Features

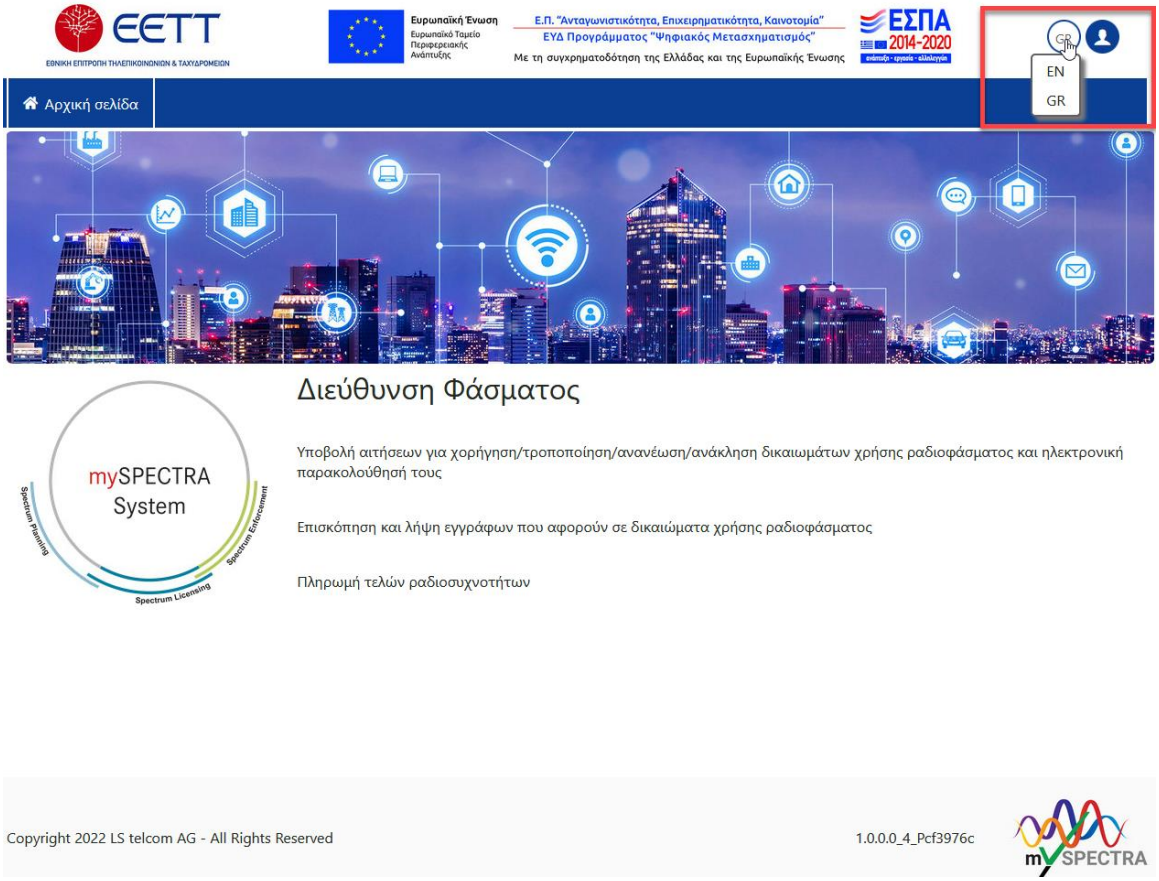
The following paragraphs provide a short introduction to the Online Portal and to the user guide conventions.

2.1 Supported Browsers

The Online Portal is built for standard browser. Support for Google Chrome and Mozilla Firefox is enabled. In general standard browser can be used.

2.2 Supported Languages

The Online Portal supports Greek (GR) and English (EN). The language can be switched at any time using the corresponding button on the top right section.

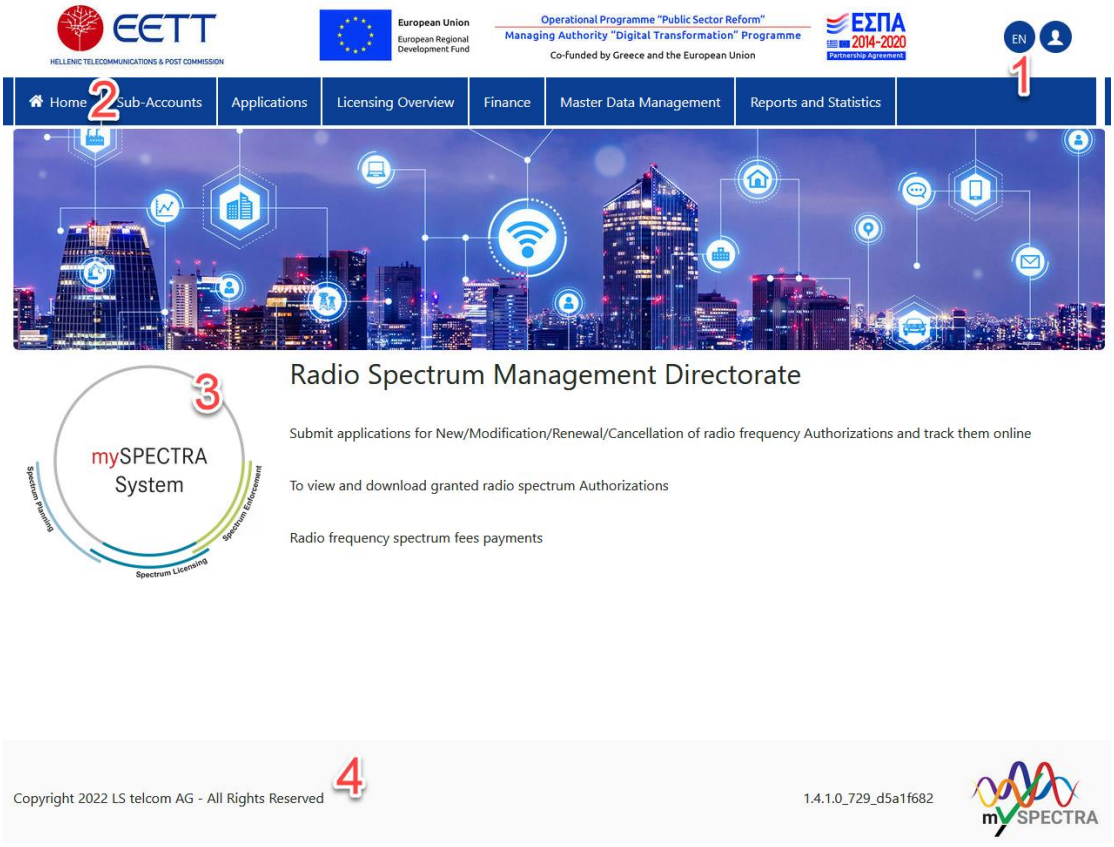


2.3 Working with the Web Forms

2.3.1 User Interface

The following provides information on the user interface of the Online Portal:

- System Menu (1)
- Menus (2)
- Main area (3)
- Footer (4)



2.3.2 Data Entry

Data can be entered in the portal by the following different techniques

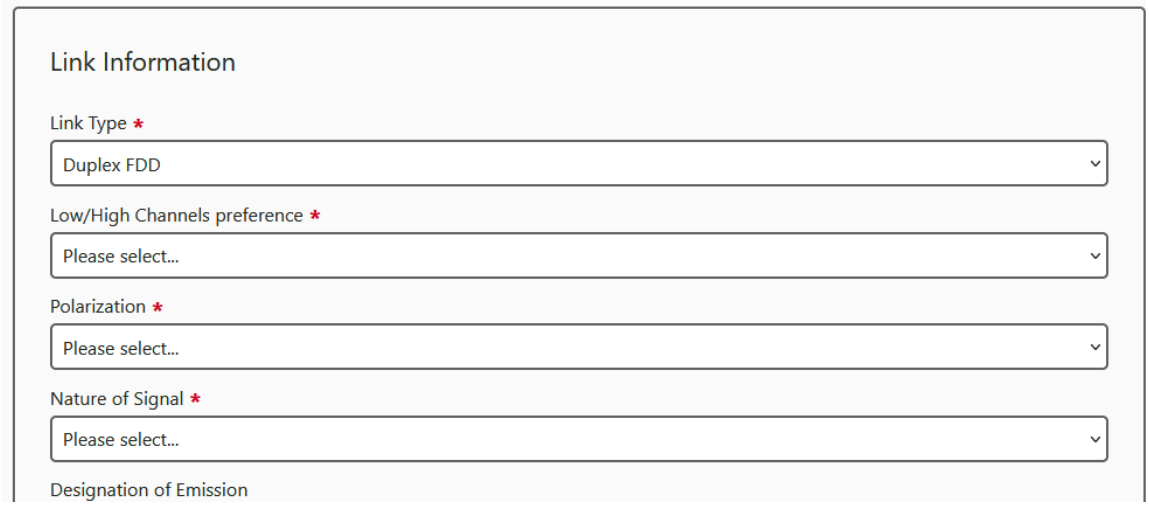
Data Entry forms

- Text – standard text field (e.g. for Station Names, Comment fields and similar)
- Numbers (e.g. the number terminals in PMR services)
- Numbers with units (e.g. Transmit Power in logarithmic units)
- Selection from Drop Down menus that contain predefined exclusive lists (municipality, polarization)

File Attachments

- During several data entry processes EETT asks the user to provide supporting information by the upload function of attachments
- Certain rules of attachments can apply (e.g. *.pdf files only)

Mandatory fields are highlighted by a red Asterisk. Below example informs about the mandatory data entry in the definition of a Point-to-Point link.



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2.4 Tables

2.4.1 General Elements

All tables contain the following general elements:

Element	Description
Filter and search options	Clicking the filter icon in the column headers displays various filter and search options (see Filtering and Searching in Tables).
	Icon to open the actions menu for the corresponding record.
Table footer	The table footer displays how many items per page are displayed and how many pages are available. To change the number of displayed items per page, expand the **Items per Page** list box and select another number. To navigate to the next or previous page, click < or >. Alternatively, change the page number in the number field.

2.4.2 Filtering and Searching in Tables

To filter and search in a table, for example for a key, proceed as follows:

1. In the corresponding table, go to the column to be filtered and click .
   A list box is opened displaying the available operators. The available operators depend on the value type of the column.
2. Select the required operator. The selected operator is displayed.
3. In the **Filter** field to the right of the displayed operator, enter the value to be filtered by. For the **Date** value type, a date picker is displayed when clicking into the field.
   The table is filtered accordingly.

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Alternatively, to filter for **Status**, **Service/Subservice** or **Module** in specific tables, expand the list box in the cell below the column header and select the filter criteria by activating the corresponding check box.

4. Optionally, to change the sorting order of a column, click on the corresponding column header.
   The sorting order can be changed from ascending to descending and vice versa.

Available Value Types and Operators

To reset the use of a filter, click **Reset Filter**.

Value Type	Operators
Dates	• Larger Than (date picker option) • Smaller Than (date picker option) • Between (date picker option) • Equals (date picker option) • Does not Equal (date picker option)
Numbers	• Larger Than • Smaller Than • Between • Equals • Does not Equal
Strings	• Contains • Does not Contain • Starts with • Ends with • Equals • Does not Equal

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2.5 Form Wizards

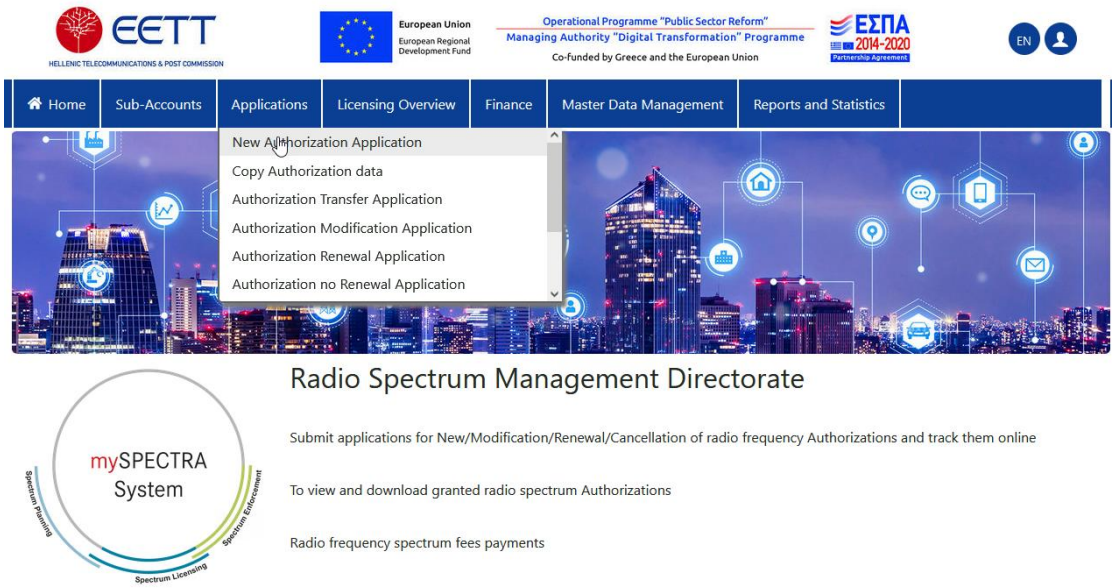
A *form wizard* presents a series of steps or conditions that are required to complete a form. The user can navigate through the single steps by using the **Next** and **Back** buttons or alternatively, by using the navigation buttons at the top. Before submitting the final step, a **Validation** can be started under the submenu **Other Actions**.

In the Online Portal, form wizards are used when doing one of the following:

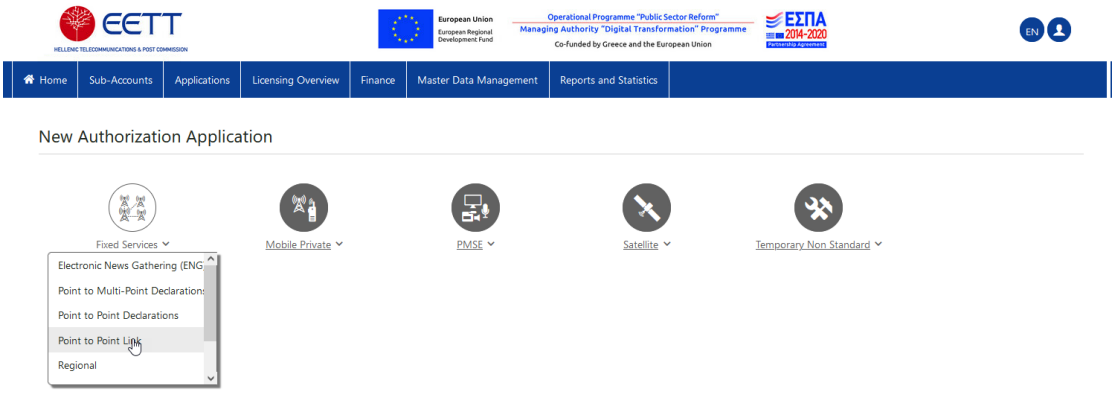
- Registering as a new user
- creating new applications or drafts
- modifying existing applications, drafts, or licences
- displaying and reviewing existing applications, drafts, or licences

To open a form wizard, for example, when creating a new application, proceed as follows:

1. In the menu bar, click ***Applications*** → ***New Authorization Application***. The available services are displayed.



2. Select a service by clicking on the displayed icon or text. The associated subservices are displayed.
3. Select a subservice.



The form wizard is started.

3 Getting Started

3.1 Registering as a New User

New licensees and new users proceed as follows

1. Open the Online Portal
2. In the menu bar of the Online Portal, click the icon and select Registration. The registration window is displayed.
    - Create the Web account
    - Create the Account Holder (Licensee) information
        - Decide whether an Individual or a Non-Governmental organization (e.g. a company) shall be registered
        - Different data need to be entered per case
        - Load company data from EETT`s E-Registry directly from the corresponding button (for registered users)
        - Select the preferred language for Email communication
    - For an organization, Authorized person, Technical Contact and one or many Payment Contact need to be registered
    - Additionally branches can be registered for specific legal entities
3. Ensure the Information is correct before submitting

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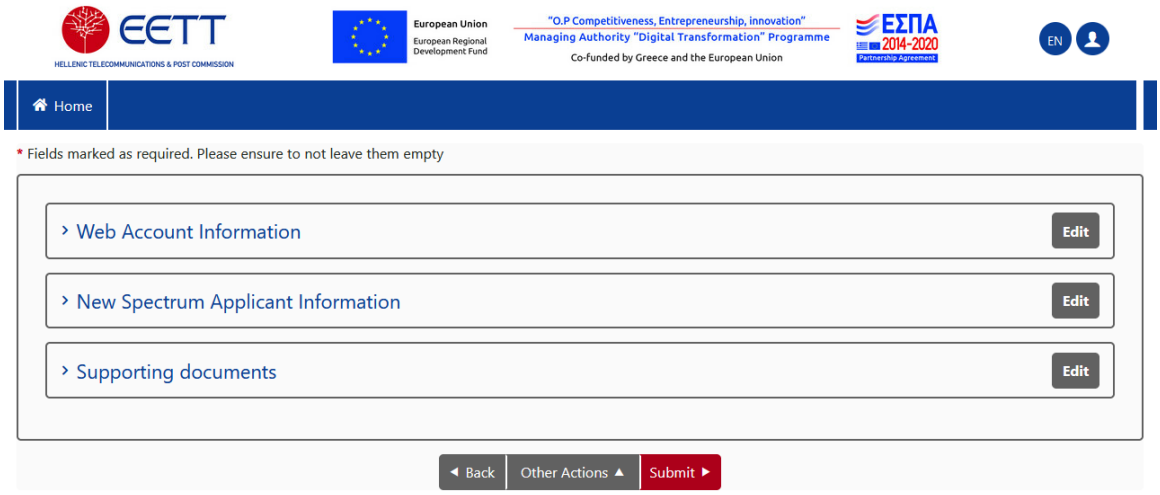


Correct Email addresses are crucial information as main means of communication with the Online Portal.

Existing licensees and new users

- Contact EETT to receive a Shared Secret ID
- Upon reception of this shared secret, follow the instructions to link your existing data in the system with a new Web Account

3.2 Logging In

To log in to the Online Portal, proceed as follows:

You get the login data by means of a registration (see "Registering Online"). In case you encounter login issues, contact EETT.

1. In the menu bar of the portal, click the icon and select Login. The Login window is displayed.
2. Enter the login credentials.

3. Click Log in.

You are logged in to the Online Portal. The Home screen of Online Portal is displayed. The menus available depend on your user role.

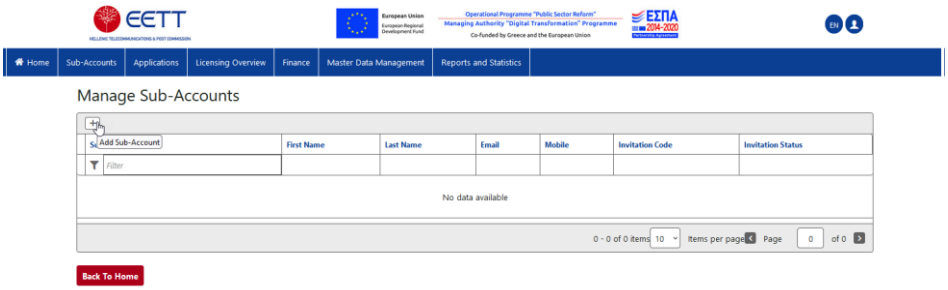
Logging Out

To log out, in the menu bar, click the icon and select **Logout**.

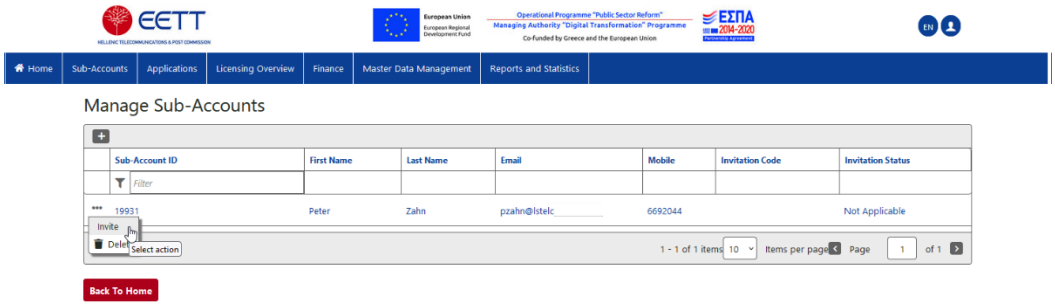
You are logged out of the Online Portal. The **Home** screen is displayed.

3.3 Sub-Accounts

The web account holder for one licensee can create several sub accounts that can work on behalf of the licensee.



After creation, the sub-account can be invited via the registered Email.



After confirmation, the sub-account can work on behalf of the licensee holder.

4 Applications

Application stands for license application which are requests for a license to set up a station or a link for a specific service. Applications are submitted from the operator to the regulatory authority. A *draft* is an application not yet submitted to the regulatory authority. A draft can be modified before its submission.

4.1 Available Radio Services

Operators can apply for a new radio licence or manage their existing radio licences for one of the following radio services and subservices.

Service	Subservice
Fixed Services	Electronic News Gathering (ENG)
	Point to Multi-Point Declarations
	Point to Point Declarations
	Point to Point Link
	Regional
	SAP/SAB
	Telemetry
Private Mobile Radio	Global
	Local

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PMSE Program Making and Special Events	Electronic News Gathering (ENG)
	Microphones and Cameras
	Point to Point Link
	Local (Mobile Private)
	Satellite News Gathering (SNG)
Satellite	Earth Exploration
	Fixed
	Satellite News Gathering (SNG)
	2 GHz MSS
Temporary Non-Standard (for trial or experimental purposes)	Individual Stations
	Point to Point

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4.2 Create and Submit a New Application

4.2.1 Preconditions

Before submitting a new application, the following pre-conditions must be considered

- The licensee must have sufficient credit in his credit bucket (the administrative fee will be deduced automatically). Alternatively, the licensee shall deposit the administrative fees in EETT bank accounts and have the proof of payment available.
- Sites, Equipments and Antennas to be selected need to be available in the data library of the online system (see further information in Master Data Library)

4.2.2 Processing the New Application

To submit a new application for spectrum authorization in Greece, the user proceeds as follows

1. After Login, select the radio service and subservice for the application under the Menu ***Applications → New Authorization Application***
2. The Form Wizard will start (refer to Form Wizards)
3. Enter **Administrative Information** such as necessary contacts (technical, payment office, branches for SAP/SAB) and the licence duration (standard 10years or Short term with 2months max. duration)

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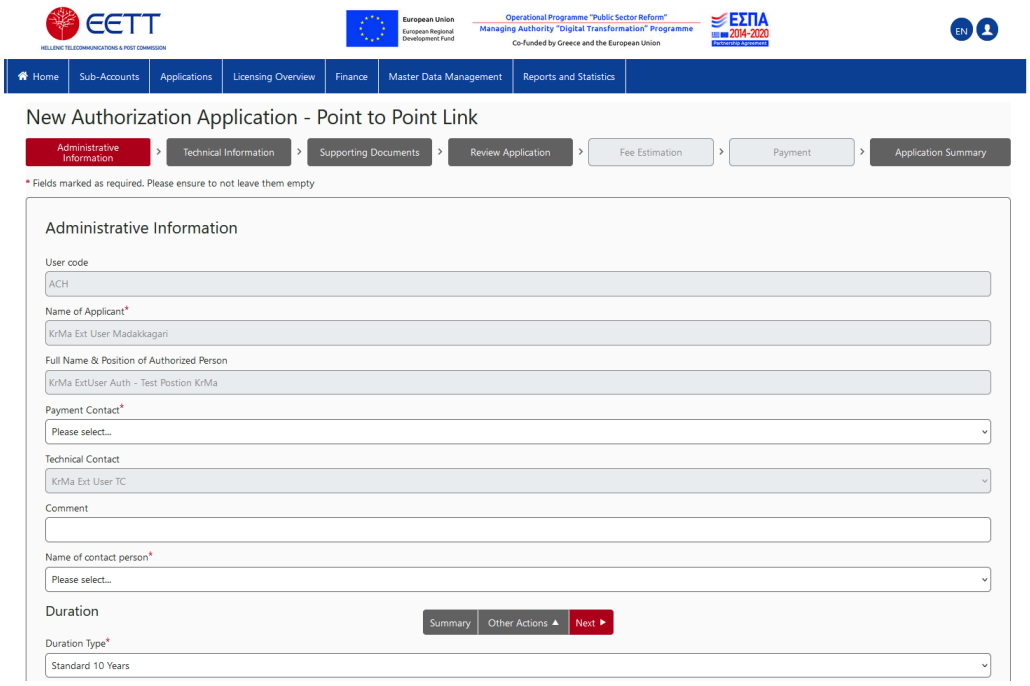
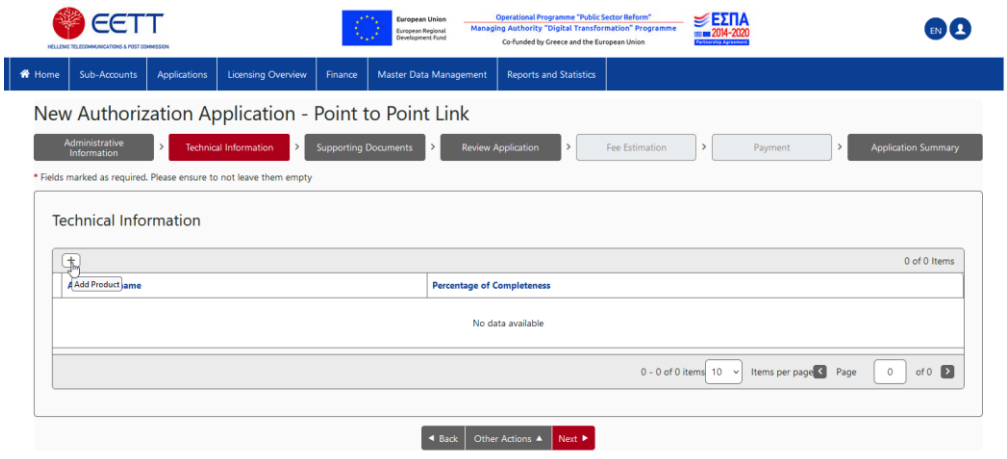
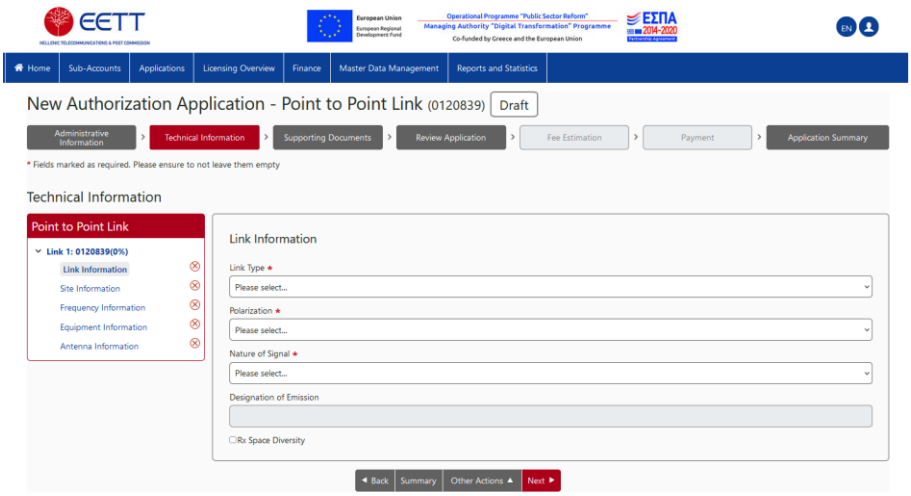


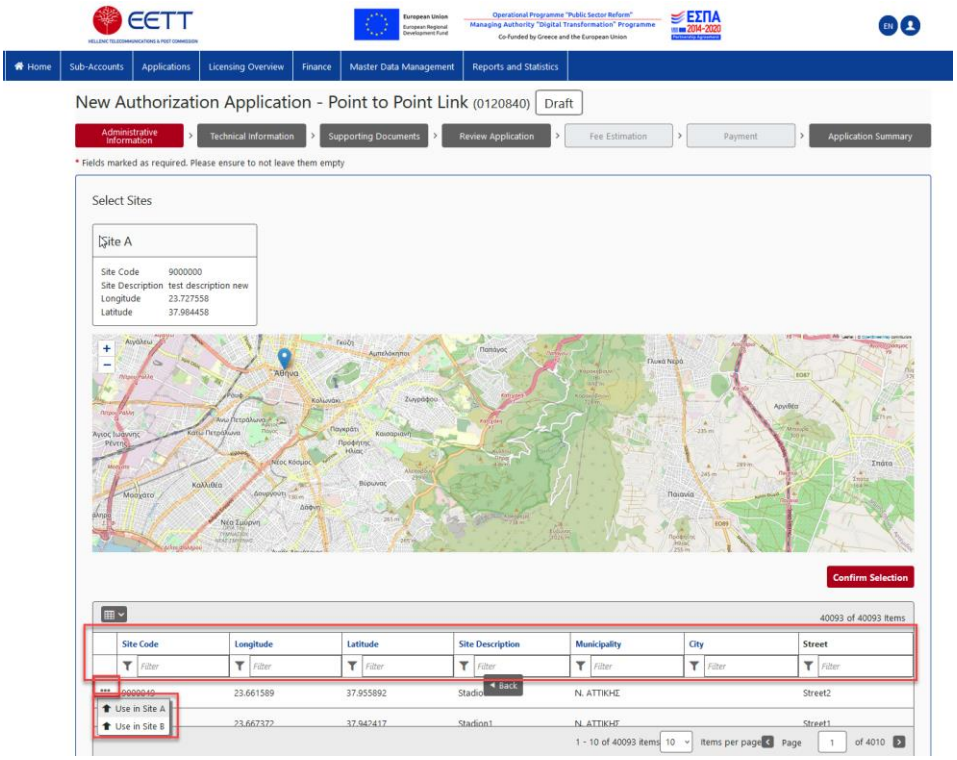
4. Add the **Technical Information** group to the form



5. Enter the **Technical Information** to the application. In the example below, Point to Point link that requires the following information:

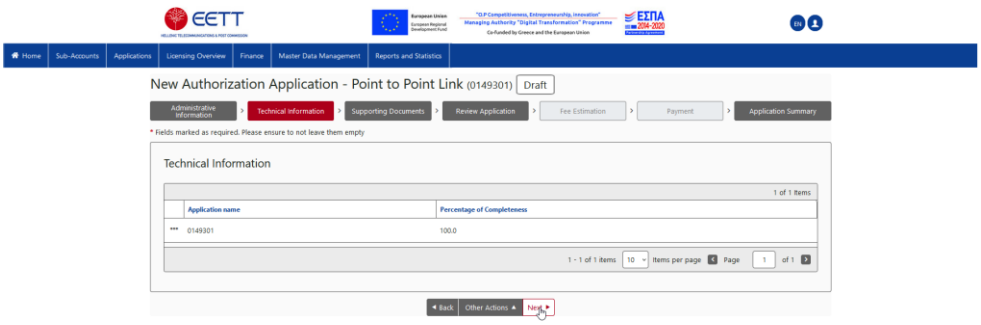


- Link Information (see picture from above)
- Site Information (select from existing sites from the site data database. To create sites, please see Sites). See selection from site list for Site A and Site B from below before **Confirm Selection**.

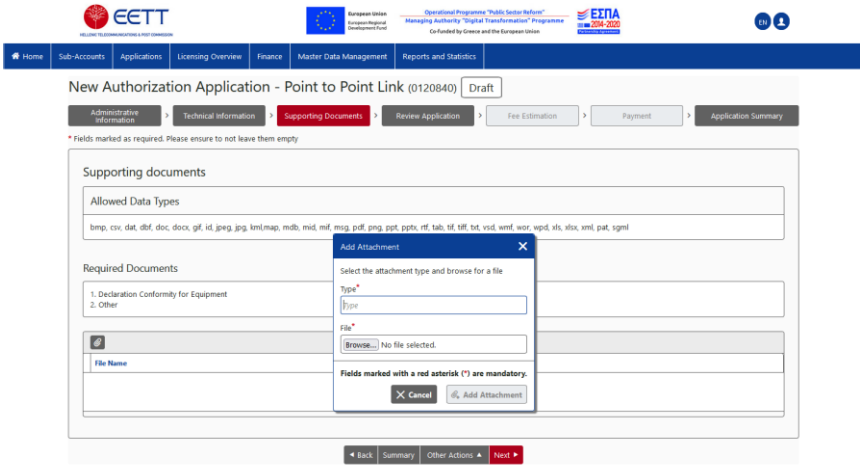


- Frequency Information (select an allocation from the available list provided by EETT, as per National Frequency Plan. Either chose a dedicated channel that will be checked by EETT or select an entire allocation so that EETT will assign an available channel for you)
- Equipment Information (select from the list of approved Equipments. To register an equipment, please see Equipment)
- Antenna Information (select from the available antenna catalogue. To add an antenna, please see Antennas)

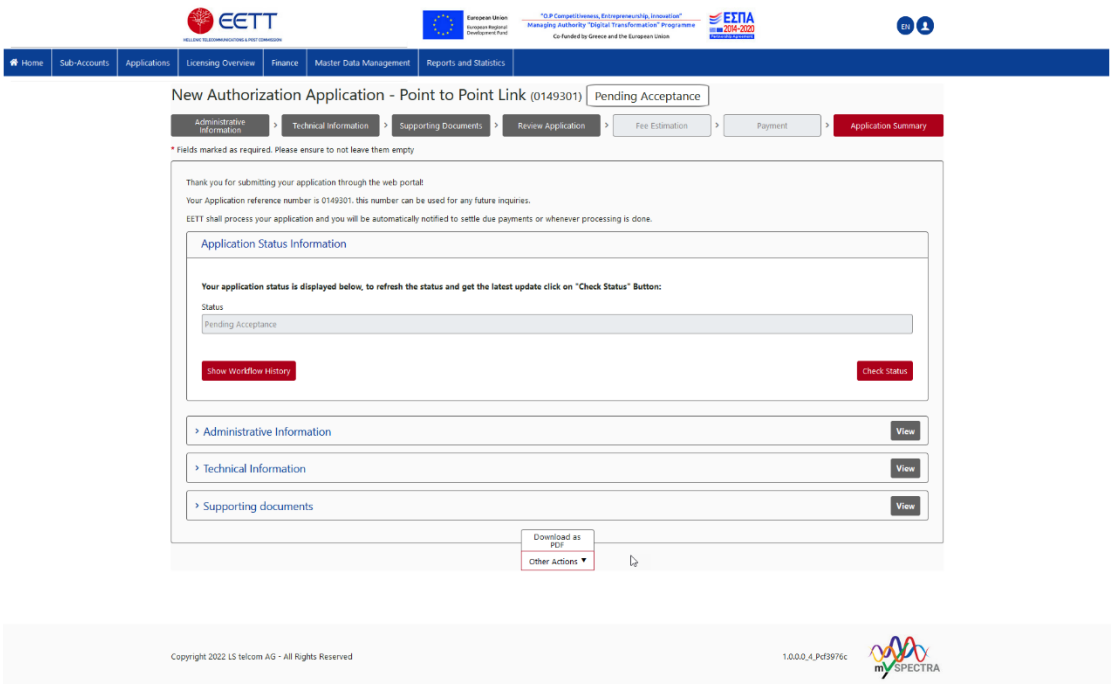
6. Complete the **Technical Information** and Select **Next** for **adding Supporting Documents**



7. **Required Documents** as listed in the web form **Supporting Documents** need to be attached using the **Allowed Data Types**



8. Optionally the User can Review the Application under **Review Application**
9. Under the menu **Fee Estimation** the expected Admin fee and Frequency Usage Fee for the new application are listed – based on the current Fee Decree
10. Under the Option **Payment** the user confirms the deduction of the administrative fee from the credit bucket or attaches the proof of individual payment.
11. Finally the Application is submitted to EETT (see below picture)
    - A pdf is created on submission as snapshot of the application data. This is available the option ***Other Actions → Download as PDF***
    - During the process the Application Number can be used to track the progress of the application until it is granted (or rejected) by EETT
    - Subsequently the application gets a new Authorization number



4.2.3 Special Guidelines regarding the Satellite Service

4.2.3.1 Fixed Satellite Service

When submitting applications for Fixed Satellite Service, the following should be considered.

- In the case of an Array of Earth Stations in the Fixed Satellite Service communicating with non-geostationary satellites, select one earth station of the array as active and the rest as backup. Select the same Location for all earth stations in the array. Also, the technical characteristics of all earth stations should be identical.

- In the case of an Earth Station with frequencies in different frequency bands (e.g. Ku and Q/V), transmitted from the same antenna, two different applications have to be submitted. Select the same Station Location in both applications.

- For the determination of the Block Edge mask (BEM), of the emission and reception of the earth station which will be used in the interference studies with terrestrial networks, follow the instructions given in the file below and attach the appropriate filter to be used:

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BEM en.docx

- Attach in electronic format the files described in point e, following steps a to d:

    a. Enter the details of the Earth Station in the ITU software (SpaceCap) and the details of the associated satellite or constellation of satellites according to the satellite filing in ITU.

    b. The mdb file (MS Access) created by SpaceCap is validated through ITU SpaceVal (Space Filings Validation Software).

    c. The validated mdb file is uploaded to the ITU SpacePub (Space Publication System) software and the APS4/III form is produced in rtf (Rich Text Format) file format.

    d. The validated mdb file is uploaded to ITU GIBC (Graphical Interface for Batch Calculations) software and the coordination diagrams are produced.

    e. The APS4/III form in rtf file format, the validated mdb file and the coordination diagrams from the ITU GIBC software are sent electronically to EETT via attachment to the application.

    The above ITU software is available at:

    https://www.itu.int/ITU-R/go/space-software/en

4.2.3.1 Other Satellite Services

In this category, applications are submitted for the following radio services:

- Earth Exploration Satellite Service (EESS),
- Space Research Service (SRS),
- Space Operation Service (SOS),
- Radio Astronomy Service (RAS),

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- Meteorological Satellite Service (MetSat).

4.2.3.1 Temporary Licensing in Fixed Satellite Service

For cases of temporary use of radio frequencies in SNG/ FlyAway stations, applications are submitted from the Program Making Special Events (PMSE) category to the SNG subcategory.

4.2.4 General features supported by the Portal

- Sites
  - A map view helps to ubicate the sites and the link (in case of PP link selected)
- Equipments and Antennas
  - Only those elements enabled for the pre-selected frequency are listed for selection
  - Antennas and Equipments master data are managed and enabled for selection by EETT
  - By default, for PP links the same equipment and antenna is selected for both stations. Nevertheless a different equipment or antenna can be selected for the second site
- Completion of data entry
  - Checkboxes will help you to identify the already completed forms
  - At any time the user can validate the entire form completion under the option ***Other Actions → Validate***
  - At any time the user can stop the data entry under the option ***Other Actions → Save.*** The application is stored under the Menu Drafts (see Drafts). (Entered data is stored in the background when moving from one webform to the next within the Form Wizards automatically)
- Application Status
  - The user can select the application under the Menu ***Licensing Overview → Track Applications***. Searching by application number will enable the user to review the licence statis and workflow history
  - The user will receive several Emails as per process step within EETT
  - The authorization will be sent to the user, before the Spectrum Fee

invoice is issued .

4.3 Drafts

Under the Menu Applications My Drafts, the user can see his submitted applications as well as the applications that were not yet submitted and were saved at an earlier point in time.

Filtering by Application Number or service / subservice type will help the user to identify the application of interest.

5 Authorizations / Licensing Overview

An *Authorization* or *Licence* stands for spectrum licence granted by EETT. They typically result from a successful processing of a licence application.

- Track Applications
  - This list provides an overview of all Applications that had been submitted to EETT
- Active Authorizations
  - This list provides an overview of all active spectrum licences (Authorizations) for the corresponding user and their linked licensee / organization
- Archived Authorizations
  - This list provides an overview of all spectrum licences (Authorizations) that ended due to non-renewal, cancellation, rejection, or revocation.

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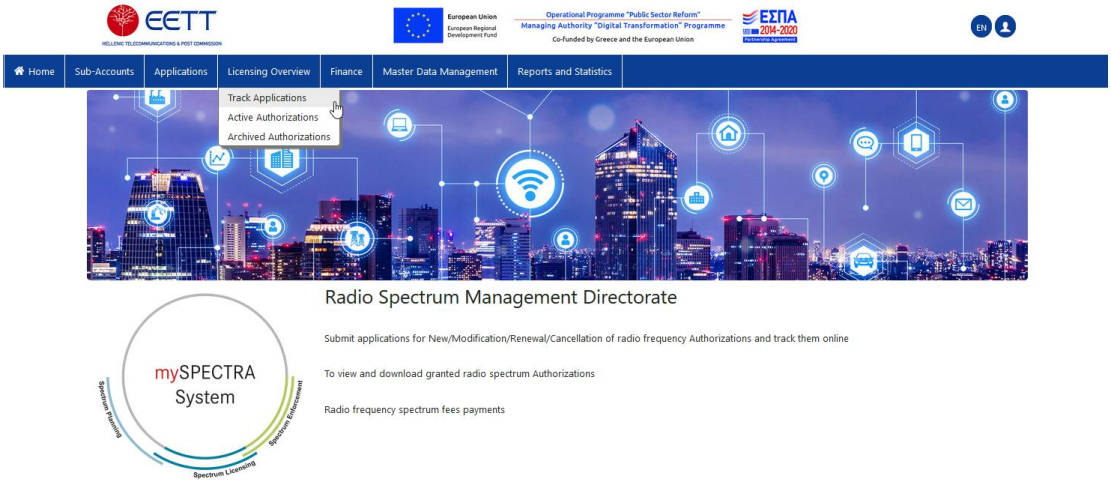
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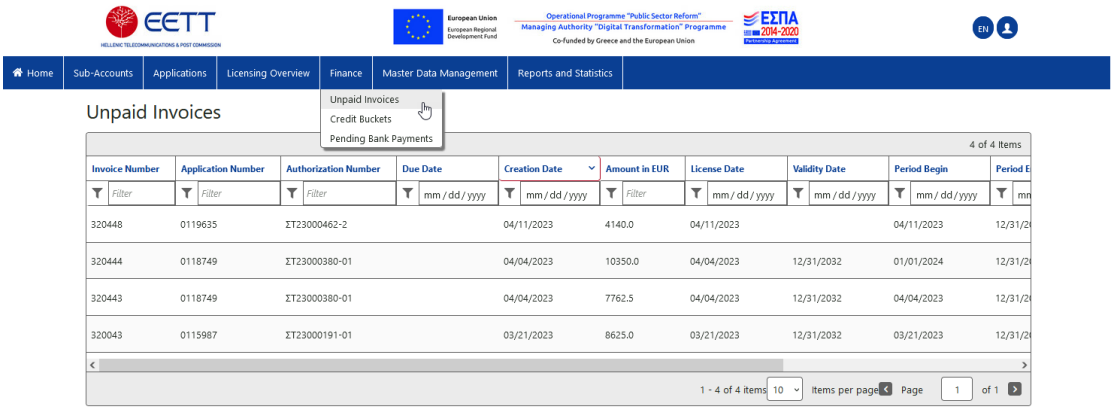
Home
Sub-Accounts
Applications
Licensing Overview
Finance
Master Data Management
Reports and Statistics
Track Applications
Active Authorizations
Archived Authorizations
Radio Spectrum Management Directorate
Submit applications for New/Modification/Renewal/Cancellation of radio frequency Authorizations and track them online
To view and download granted radio spectrum Authorizations
Radio frequency spectrum fees payments
mySPECTRA System
Spectrum Planning
Spectrum Licensing
Spectrum Enforcement

6 Finance

This menu Finance provides the user with the necessary actions to review unpaid invoices, manage the credit bucket (history and top-up) and review all invoices.



7 Master Data Management (Library)

The usage of Master Data is a standard component in the Online Portal System.

The change of antennas and equipments already linked for licences is not allowed for an applicant. Sites and contact changes are handled by specific workflows within EETT and at highest care.

Before a master data item can be utilized inan application for a new or modified spectrum licence, it shall be uploaded to the Data libraries.

7.1 Sites Library

Use the Site library to create new sites or maintain sites (site Modification). Depending on the site status in Silia several operations are not allowed from the Online Portal.

Any Site created in the Online Portal will be automatically available in the EETT Silia database.

Each new site gets a Side ID specific to the licensee and Site Owner. The Site Owner can decide whether his site shall be Hidden or Visible (for selection) for further licensees in Greece.

Sites can be created directly on the graphical map interface.

The User can switch between two Coordinate Systems (EGSA87 and WGS84).

7.2 Antennas Library

Master data handling for antennas is used across most of the services and subservices where antennas can be selected. Use the Antenna library to display, edit and create antennas that shall be available for selection for the corresponding service/subservice.

New antenna master data can be applied for in the Online Portal. Data of created antennas is checked by EETT before it is available for selection for portal users.

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7.3 Equipments Library

Master data handling for equipments is used across most of the services and subservices where equipments can be selected form the list. Use the Equipment library to display, edit and create equipments that shall be available for selection for the corresponding service/subservice.

New equipment master data can be applied for in the Online Portal. Data of created equipment is verified by EETT before it is available for selection for portal users.

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8 Reports and Statistics

Use this menu to review, download any document or attachment of an existing authorization.

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9 Support

If you have questions or need for support, contact the EETT, Hellenic Telecommunications & Post Commission.

Hellenic Telecommunications and Post Commission (EETT)

60 Kifissias Avenue 151 25 Maroussi - Greece

T: +30 210 615 1000 (09:00-15:00)

E: sms@eett.gr

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