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Client Procedures Circular

Roaming of Foreign Satellite News Gathering (SNG) Transportable Earth Stations in Canada

Preface

Comments and suggestions may be directed to the following address:

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All Spectrum Management and Telecommunications publications are available on the following website: <http://ic.gc.ca/spectrum>.

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1. Principle

Foreign organizations engaged in the coverage of events requiring short-term use (to a maximum of 30 days) of their satellite news gathering (SNG) transportable earth stations in Canada must apply for approval to operate their units under Canada's *Radiocommunication Act*. Canadian SNG operators wishing to cover events in other countries should contact the responsible administrations. The U.S. Federal Communications Commission's (FCC) International Bureau (email address: IBFSINFO@fcc.gov) is the responsible administration for events in the United States.

2. Mandate

Subparagraph 5(1)(a)(v) of the *Radiocommunication Act* states that the Minister may authorize the operation of radiocommunication devices as the Minister considers appropriate.

3. Eligibility Requirements to Use the Simplified Procedure

A simplified procedure is available to member countries of the World Trade Organization (WTO) with which Canada has bilateral agreements or arrangements for roaming of SNG transportable earth stations. Currently, such arrangements exist only with the United States. U.S. SNG operators may use the simplified procedure as a result of an administrative arrangement set forth in the DOC¹/FCC Exchange of Letters signed on August 7 and 10, 1992, to be applied in very specific circumstances to facilitate the timely flow of news information.

The following eligibility requirements must also be met:

- the applicant must provide evidence that the transportable earth station is currently licensed by its own country's administration to operate with satellite space stations approved for use in Canada;² and
- the transportable earth station must comply with Canadian spectrum allocation and policy requirements, as well as technical and operational requirements.

4. Applicants Not Meeting the Eligibility Requirements

All foreign SNG operators that do not meet the eligibility requirements for the simplified procedure must follow the standard radio station authorization procedure. The latter procedure consists of applying for short-term licences and paying the applicable licence fees before their SNG stations can be used in Canada to cover short-term events. The standard radio authorization procedure is described in Client

¹ The Department of Communications (DOC) was abolished in 1996 and its responsibilities were transferred to Industry Canada.

² The list of approved satellites can be found at <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf02104.html>.

Procedures Circular CPC-2-6-01, *Procedure for the Submission of Applications to License Fixed Earth Stations and to Approve the Use of Foreign Fixed-Satellite Service (FSS) Satellites in Canada.*³

For additional information, SNG operators should consult an Industry Canada office using the contact information shown in Section 5.7.

5. Simplified Procedure

The following subsections provide details of the simplified procedure to request approval for the short-term operation of a foreign SNG transportable earth station in Canada.

5.1 Information to be Submitted

To be considered for approval, a foreign SNG operator must provide the following information:

- A copy of the SNG station's licence issued by its country's administration, along with any conditions of licence (A link to the administration's website where the licence can be viewed is sufficient.); and,
- The completed form (shown in Annex A) or, if the applicant is providing the information via email, the information outlined in Annex B.

5.2 Frequency Bands

The simplified procedure is considered to be technology-neutral and thus covers all frequency bands. However, it is expected that most of the SNG activity will take place in the Ku-band (11700-12200 MHz/14000-14500 MHz), as this will result in the shortest approval period. The use of any other band will require additional information to be submitted and may take longer to be approved.

5.3 Duration of Approval

The approval will be limited to the duration of the short-term event to be covered. Approvals are not expected to exceed 30 days.

5.4 Conditions

While in Canada, the foreign SNG operator is expected to operate within any restrictions of its native licence and any additional requirements set by Industry Canada.

5.5 Licence Fees

No licence fees will be charged by Industry Canada for the operation of a foreign SNG earth station in Canada if it meets the requirements described in this document.

³ CPC-2-6-01 can be found at <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01940.html>.

Licence fees will be charged by Industry Canada for ancillary radiocommunication devices as described in Section 5.6 below. Information on licence fees can be found in Part VIII of the *Radiocommunication Regulations* at <http://laws-lois.justice.gc.ca/eng/regulations/SOR-96-484/index.html>.

5.6 Ancillary Radiocommunication Devices

It should be noted that the simplified procedure covers only the SNG transportable earth station. Other than citizen band radios, cellular-type telephones and licence-exempt radios certified for use in Canada,⁴ any ancillary radiocommunication devices (such as VHF/UHF two-way radios and microwave terrestrial links) require the issuance of short-term Canadian radio licences and the payment of applicable licence fees. Licence application forms for these devices are available from Industry Canada's website at http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf01700.html.

Licence applications for fixed stations require completion of the form IC-2365 and licence applications for mobile stations require the form IC-2366. Additional licensing delays are to be expected should ancillary radiocommunication devices be needed. To avoid such delays, foreign SNG operators may consider calling upon Canadian radiocommunication service providers to fill their ancillary radiocommunication needs.

5.7 Submission of SNG Requests

As indicated below in Table 1, SNG requests shall be submitted by email or by facsimile (fax) to the Industry Canada office responsible for the province/territory where the foreign SNG station will be operated.

**Table 1 — Industry Canada offices, email addresses and fax numbers
 for submission of foreign SNG requests**

Province/Territory where SNG will be Operated	Industry Canada Office Email Address	Industry Canada Office Fax Number
Newfoundland and Labrador, New Brunswick, Nova Scotia, Prince Edward Island, Ontario	spectrum.toronto@ic.gc.ca	416-954-3553
Quebec	spectre.region.quebec@ic.gc.ca	514-283-5157
Manitoba, Saskatchewan, Alberta, British Columbia, Nunavut, Northwest Territories, Yukon	vancouver.district@ic.gc.ca	604-586-2528

If required, mailing addresses can be found in Radiocommunication Information Circular RIC-66, available at <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01742.html>.

⁴ Licence-exempt radios are generally certified under Radio Standards Specification RSS-210, *Licence-exempt Radio Apparatus (All Frequency Bands): Category 1 Equipment*. To verify whether an ancillary radiocommunication device is licence-exempt, consult the following web page: <http://www.ic.gc.ca/app/sitt/reltel/srch/nwRdSrch.do?lang=eng>.

5.8 When to Submit Requests

Industry Canada expects that requests to cover planned events will be submitted well ahead of the in-service date of the foreign SNG transportable earth station in Canada.

For unplanned events that require immediate coverage and that occur outside Industry Canada's regular business hours, the foreign SNG operator may operate its transportable earth station in Canada without prior approval provided that:

- the SNG station operates in the Ku-band; and
- the request is sent by email or by facsimile to Industry Canada by the scheduled arrival date of the SNG station in Canada.

Industry Canada will review the request on the following business day and issue a retroactive approval if all conditions mentioned in this document have been met. However, should any of the conditions not be met, the foreign SNG operator shall discontinue use of its SNG station upon notice from Industry Canada.

C-band operation without prior approval is not permitted.

5.9 Industry Canada Response

Industry Canada will evaluate the request for compliance with Canadian standards and procedures. Following successful completion of the evaluation, approval will be issued for a specific event at a particular venue. Should the evaluation be unsuccessful, the approval will be denied and the applicant will be informed of the reason.

The response will be appended to the form submitted by the foreign SNG operator and returned by email or by facsimile.

Annex A — Simplified Request for Temporary Operation of a Foreign Satellite News Gathering (SNG) Transportable Earth Station in Canada

Name and address of SNG station licensee (must correspond to name on foreign licence)

Company representative requesting this approval			
Name	Title	Telephone number	Email address

Details of foreign SNG station licence		
Call sign or licence number	Expiration (yyyy-mm-dd)	Hyperlink to licence on foreign administration's site

Name of event to be covered

Duration of SNG coverage		On-site contact person	
Starting date	Ending date	Name	Telephone No.

Location of SNG station in Canada				
Address	City	Province	Latitude (DD-MM-SS)	Longitude (DDD-MM-SS)

Frequencies required for SNG station			
TX (MHz)	RX (MHz)	Name of satellite used	Satellite orbital position (°W)

Additional information for non-Ku-band SNG earth stations (for each TX frequency above)							
TX max. power (dBm)	TX losses (dB)	TX antenna gain (dBi)	TX antenna azimuth (°)	TX antenna elevation (°)	TX antenna polarization	Max. bit rate (Mb/s)	Type of modulation (e.g. 16-QAM)

Check if ancillary radiocommunication devices will be brought to Canada (other forms required if checked)

=====SPACE BELOW IS FOR INDUSTRY CANADA USE ONLY=====

Industry Canada Response			
<input type="checkbox"/> Request is approved subject to the following condition(s): <input type="checkbox"/> Approved on a no-interference, no-protection basis. <input type="checkbox"/> Other:			
<input type="checkbox"/> Request is denied for the following reason(s):			
Account number	Request number	Evaluating officer	Date (yyyy-mm-dd)

**Annex B — Simplified Request for Temporary Operation of a Foreign
Satellite News Gathering (SNG) Transportable Earth Station in Canada (Email format)**

Name and address of SNG station licensee (must correspond to name on foreign licence):

Company representative requesting this approval

Name:

Title:

Telephone number:

Email address:

Details of foreign SNG station licence

Call sign or licence number:

Expiration (yyyy-mm-dd):

Hyperlink to licence on foreign administration's site:

Name of event to be covered:

Duration of SNG coverage

Starting date:

Ending date:

On-site contact person

Name:

Telephone no.:

Location of SNG station in Canada

Address:

City:

Province:

Latitude (DD-MM-SS):

Longitude (DDD-MM-SS):

Frequencies required for SNG station

TX (MHz):

RX (MHz):

Name of satellite used:

Satellite orbital position (°W):

Additional information for non-Ku-band SNG earth stations (for each TX frequency above)

TX max. power (dBm):

TX losses (dB):

TX antenna gain (dBi):

TX antenna azimuth (°):

TX antenna elevation (°):

TX antenna polarization:

Max. bit rate (Mb/s):

Type of modulation (e.g. 16-QAM):

Will ancillary radiocommunication devices be brought to Canada (other forms required if yes):

===Industry Canada Response===

- | | Request is approved subject to the following condition(s):
 - | | Approved on a no-interference, no-protection basis.
 - | | Other:

- | | Request is denied for the following reason(s):

Account number:
Request number:
Evaluating officer:
Date (yyyy-mm-dd):