

**Provision and use of electronic media in procedures involving communications  
between ICP-ANACOM and holders of radiocommunication network or station  
licences**

**Final decision**

Pursuant to Decree-Law No 264/2009 of 28 September, an addition was made to Decree-Law No 151-A/2000 of 20 July 20 in the form of Article 28-A, which provides for the use of electronic media in procedures involving communication between ANACOM and holders of network or station licences, specifically as regards the issue, amendment, transfer and revocation of licenses, as well as all required submissions to this Authority.

It is noted that the increasing use of new technologies has led, in general, to an increase in the quality of services provided, giving rise to greater economy of time, especially with regard to dealing with administrative issues.

In an attempt to respond efficiently and rapidly to the different requests of radio network or station licence holders or applicants, ICP-ANACOM has made a strong commitment to the simplification of procedures for communication between the parties, extending the range of technological solutions at the service of users.

Under the terms of the same Decree-Law No 264/2009, ICP-ANACOM is charged with defining and giving notice of the electronic media which can be used in procedures involving communications made between this Authority and network or station licensees, as well as all requirements which apply in this context.

Accordingly, in a first phase to be implemented immediately, e-mail will be used as the electronic transmission media, both for the provision of radio licenses and for receipt of applications. Meanwhile, by the end of the third quarter of 2010, and as part of the redesign of the online services on its website, ICP-ANACOM plans to deploy a specific Web channel (for completion online) and then by the end of 2011, as part of the electronic licensing project, an integrated application platform will be implemented (mechanisms for sending and receiving instances of XML directly between systems).

In this context, under the provisions of Article 28-A of Decree-Law No 151-A/2000 of 20 July, in the amendment enacted under Decree-Law No 264/2009 of 28 September and in article 4 of this law, the Management Board determines:

## **1. The use of electronic media is permitted on the following terms:**

### **1.1 Transmission media**

In all procedures involving communications made between this Authority and network or station licence holders or applicants, as well as all required submissions in this context, use may be made of email, integrated communication between applicational platforms to be made available by ICP-ANACOM and applications/forms created on Web platforms provided or to be provided by ICP-ANACOM for completion online.

### **1.2 Procedures of use**

1.2.1 In a first phase, electric radio licence holders or applicants should preferably use e-mail in their communications with ICP-ANACOM, with respect to the licensing of radio networks and radio stations.

1.2.2 For the purposes of the preceding paragraph, the following email address is provided: [licencas.radio@anacom.pt](mailto:licencas.radio@anacom.pt).

1.2.3 The application forms for radiocommunication networks or stations referred to in Notice No 15252/2009 of 19 August 2009, published in the 2nd Series of Diário da República (the Official Journal) No 168 of 31 August 2009, and which are to be used in electronic mail communications, are available for download at <http://www.anacom.pt/template25.jsp?categoryId=128828>.

1.2.4 Initially, contacts made between ICP-ANACOM and network or radio station licence holders or applicants will preferably be by e-mail, using an address notified to ANACOM in accordance with and as outlined in 1.2.5.

1.2.5 Network or radio station licence holders or applicants must notify ANACOM by letter as to the e-mail address to be used in communications covered by the present determination, except in the case of temporary licences, where indication should be given directly by email. The registered letter should be addressed to: Spectrum Management Directorate, Av. José Malhoa 12, 1099-017 Lisbon, Portugal. Following receipt, ANACOM will send a confirmation message to the email address indicated.

Radiocommunication network or station licence holders or applicants shall ensure that the email address referred to in the previous paragraph is used properly, especially with respect to its use by third parties.

1.2.6 In a second phase, to be concluded by the end of the third quarter of 2010, and as part of the redesign of the online services on the website of ICP-ANACOM, a specific Web channel will be made available on this Authority's website which will make it possible to initiate the processes of radioelectric licensing of radio networks and stations, whereas the electronic procedures associated with this development will be notified at this time.

1.2.7 In a third phase, to be concluded by the end of 2011, a platform will be made available integrating applications (of ICP-ANACOM and of radioelectric licence holders and applicants), similar to the platform currently operating for owners of networks for the operation of the mobile telephone service, using UMTS and GSM technologies. This third phase will include the provision of process consultation functionality and others features in the area of spectrum management, including the indication of channels occupied in a given frequency band, as well as information about restrictions on free channels.

1.2.8 In the second and third phases, respectively, where integration is provided between applications and other Web media, these will be the preferential channels for all exchange of information on radioelectric licences.

## **2. The following formats for transmitted electronic information are adopted:**

The electronic documentation to be transmitted between ICP-ANACOM and the radio network or station licence holders or applicants must be presented in the following formats:

- a) PDF in accordance with Standard ISO 32000.
- b) Where agreed between ANACOM and the holders or applicants referred to above, spreadsheet and word processor documents may be transmitted in a format compatible with the process in accordance with Standards ISO 26300 and ISO 29500.
- c) XML for the exchange of information between applicational platforms.