

COP29 RADIO SPECTRUM MANAGEMENT PORTAL



COP29
Baku
Azerbaijan



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COP29
Baku
Azerbaijan

1. INTRODUCTION

The **COP29 Radio Spectrum Management Portal** enables all accredited representatives to submit radio spectrum requests in accordance with the **Technical Guide**, which outlines regulations regarding the use of DSNG and operational devices.

Applicants must be accredited for COP29 to be eligible to submit radio spectrum requests.



2. USER ACCOUNT

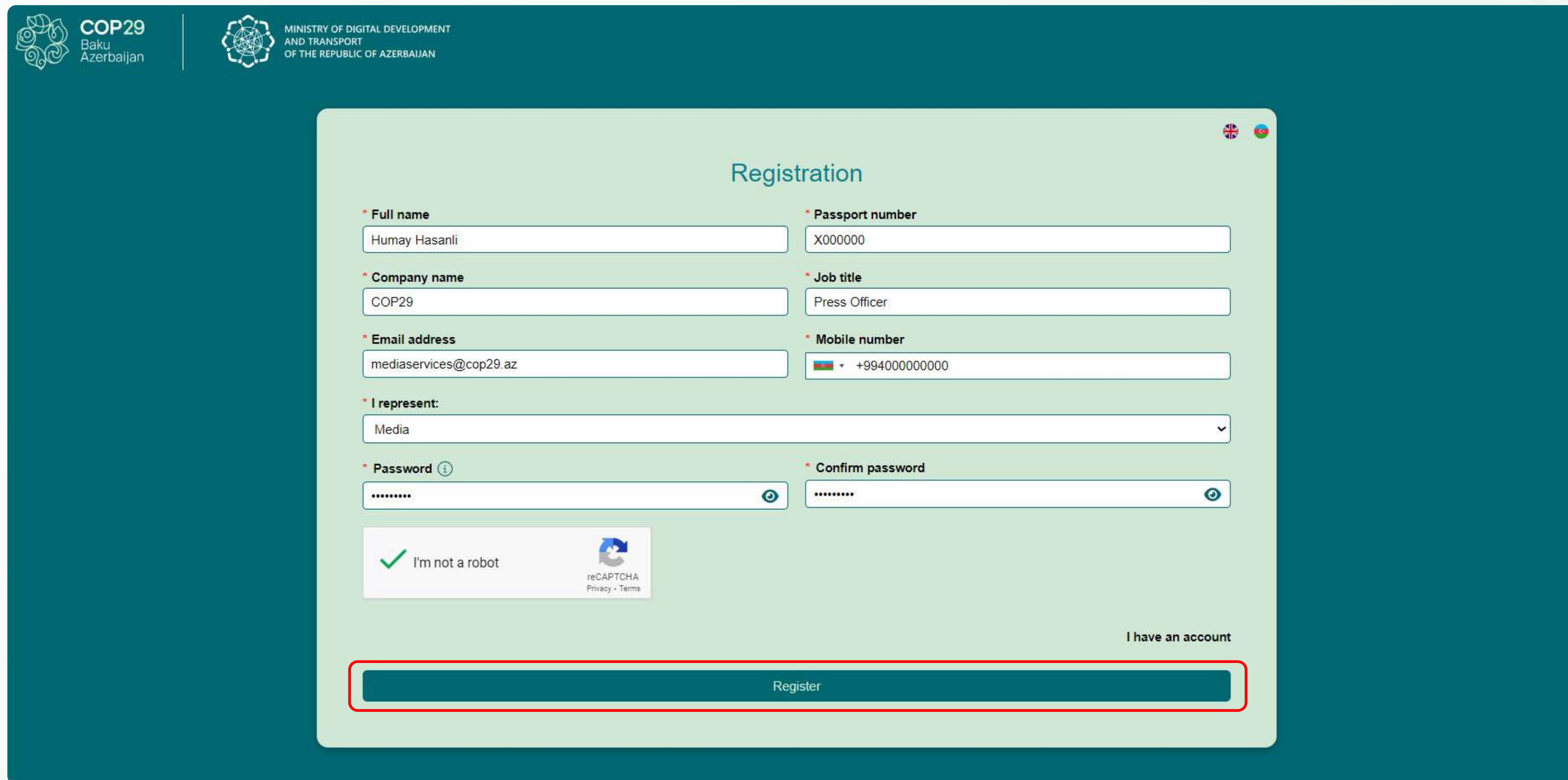


2.1 Registration

The screenshot shows the COP29 Radio Spectrum Management Portal interface. At the top left, there is a logo for COP29 Baku Azerbaijan and the text 'COP29 Baku Azerbaijan'. To the right, there is a logo for the Ministry of Digital Development and Transport of the Republic of Azerbaijan and the text 'MINISTRY OF DIGITAL DEVELOPMENT AND TRANSPORT OF THE REPUBLIC OF AZERBAIJAN'. The main content area features a light green 'Login' form. The form has a title 'Login' and two flags (UK and Azerbaijan) in the top right corner. It contains two input fields: 'Email' with the placeholder 'name@example.com' and 'Password' with a masked password '*****' and a visibility toggle icon. Below the input fields, there are two links: 'Registration' (highlighted with a red border) and 'Forgot password?'. At the bottom of the form is a dark teal 'Login' button.

To create an account, visit [COP29 Radio Spectrum Management Portal](#) and click 'Registration'.

2.1 Registration



The screenshot shows a registration form for COP29 Baku, Azerbaijan. The form is titled "Registration" and is set against a light green background. It contains several mandatory fields, each marked with a red asterisk. The fields are: Full name (filled with "Humay Hasanli"), Passport number (filled with "X000000"), Company name (filled with "COP29"), Job title (filled with "Press Officer"), Email address (filled with "mediaservices@cop29.az"), Mobile number (filled with "+994000000000"), and I represent (a dropdown menu with "Media" selected). There are also fields for Password and Confirm password, both containing masked characters. A reCAPTCHA "I'm not a robot" checkbox is checked. At the bottom right, there is a link "I have an account" and a large "Register" button highlighted with a red border.

COP29
Baku
Azerbaijan

MINISTRY OF DIGITAL DEVELOPMENT
AND TRANSPORT
OF THE REPUBLIC OF AZERBAIJAN

Registration

* Full name
Humay Hasanli

* Passport number
X000000

* Company name
COP29

* Job title
Press Officer

* Email address
mediaservices@cop29.az

* Mobile number
+994000000000

* I represent:
Media

* Password

* Confirm password

I'm not a robot

reCAPTCHA
Privacy - Terms

I have an account

Register

Fill in all the mandatory fields and click 'Register'.

Note: When you register, the language you select will be set as the default language for email notifications.

Note: Please provide a valid email address and mobile number. The email address will be used for password recovery and notifications, while the mobile number may be used for further communication in emergency cases.

2.1 Registration

COP29 Radio Spectrum Management Portal

Dear Humay Hasanli,

Thank you for registering and expressing your interest in contributing to COP29.

We have received your application to create an account and are currently verifying your information. You will receive an email notification once the verification process is complete.

If you have any questions or need further assistance, please contact mediaservices@cop29.az

Best regards,

Information Communication Technologies Agency (ICTA)

Upon completing registration, you will receive an email stating that your account is being verified.

Note: If you do not receive an email, please check your junk/spam folder.

If you attempt to log in during the verification process, a pop-up message will appear informing you of your account status.

Once the process is complete, you will be informed by email whether your account has been approved or rejected.



Your account is in the verification process. You will receive an email once the process is complete.

OK

Login...

2.1 Registration

COP29 Radio Spectrum Management Portal

Dear Humay Hasanli,

Thank you for registering with us!

We regret to inform you that your account could not be verified.

Reason for Rejection:

Please ensure that your name, surname and company name are entered correctly.

If you have any questions or need further assistance, please contact mediaservices@cop29.az

Best regards,

Information Communication Technologies Agency (ICTA)

If your account is **rejected**, review the reason provided in the email and follow the next steps as instructed.

COP29 Radio Spectrum Management Portal

Dear Humay Hasanli,

Thank you for registering with us!

We are pleased to inform you that your account has been successfully verified. You can now enter your account by visiting the [Login](#) page.

Please refer to the **User Guide** and **Technical Guide** for detailed instructions on using the portal and submitting spectrum requests.

If you have any questions or need further assistance, please contact mediaservices@cop29.az

Best regards,

Information Communication Technologies Agency (ICTA)

If your account has been **verified**, proceed by logging in using your credentials.

2.2 Login and Logout



Login

Email
mediaservices@cop29.az

Password
.....

Registration Forgot password?

Login

To log in to the portal, visit [COP29 Radio Spectrum Management Portal](#), enter your credentials and click **'Login'**.

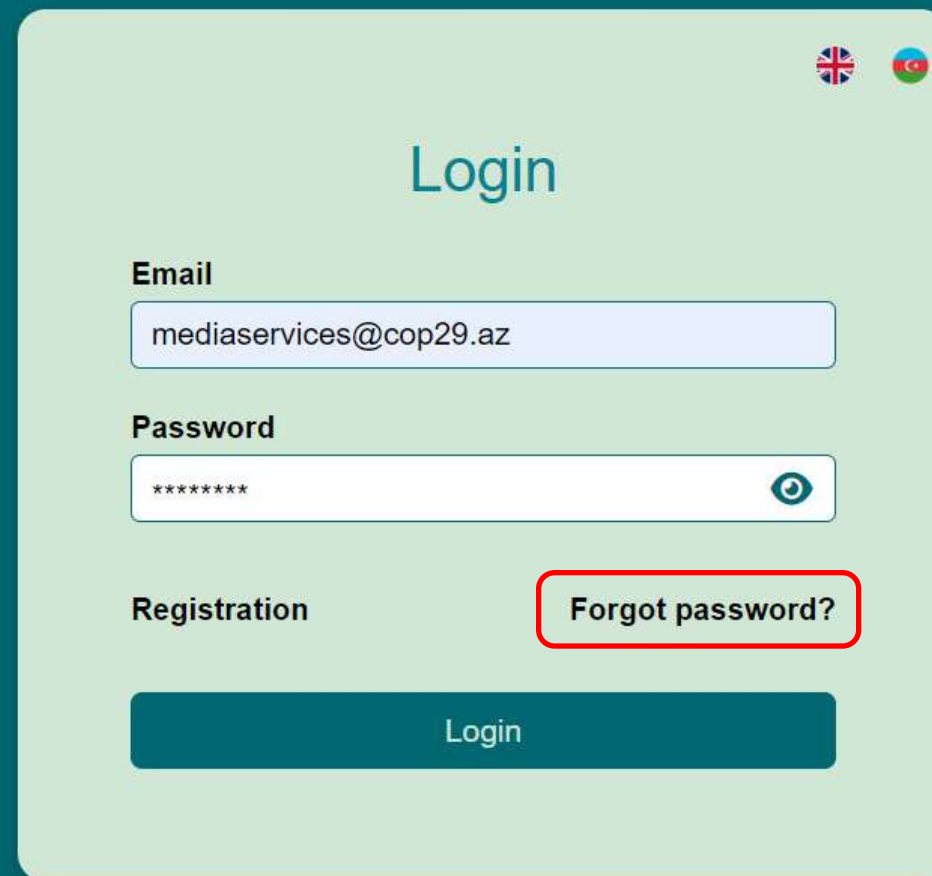
2.2 Login and Logout

The screenshot displays the COP29 Radio Spectrum Management Portal. On the left is a dark teal sidebar menu with the following items: Home, User Guide, Technical Guide, Requests for Operational Devices, and Requests for DSNG. At the bottom of this sidebar, a 'Logout' button with a back arrow icon is highlighted with a red box. The main content area features the portal title, a brief description of its purpose, and two prominent buttons: 'New Request for Operational Devices' and 'New Request for DSNG'. In the top right corner, the user's name 'Humay Hasanli - COP29' is shown next to a profile icon, which is also highlighted with a red box. A dropdown menu is open from this icon, containing 'Settings', 'Logout', 'English', and 'Azerbaijani'. The 'Logout' option in this menu is highlighted with a red box.

You have two options to log out of the portal:

- Click **'Logout'** in the lower left corner.
- Navigate to the upper right corner, click the **'Profile'** icon and click **'Logout'** in the drop-down menu.

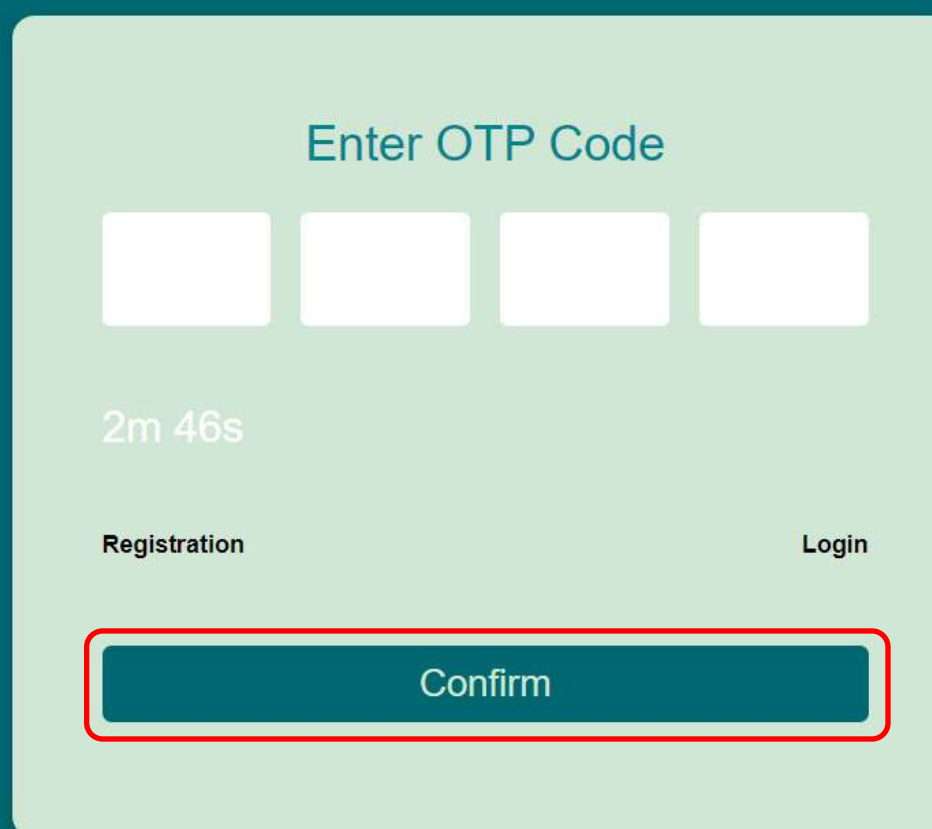
2.3 Forgotten Password



The screenshot shows a 'Login' form with the following elements:

- Title:** Login
- Email:** Input field containing 'mediaservices@cop29.az'
- Password:** Input field with masked characters '*****' and a visibility toggle icon.
- Registration:** A link to the registration page.
- Forgot password?:** A link to the password reset page, highlighted with a red box.
- Login:** A button to submit the login credentials.

If you've forgotten your password, click **'Forgot password?'** on the **'Login'** page and follow the instructions to reset it.



The screenshot shows the 'Enter OTP Code' page with the following elements:

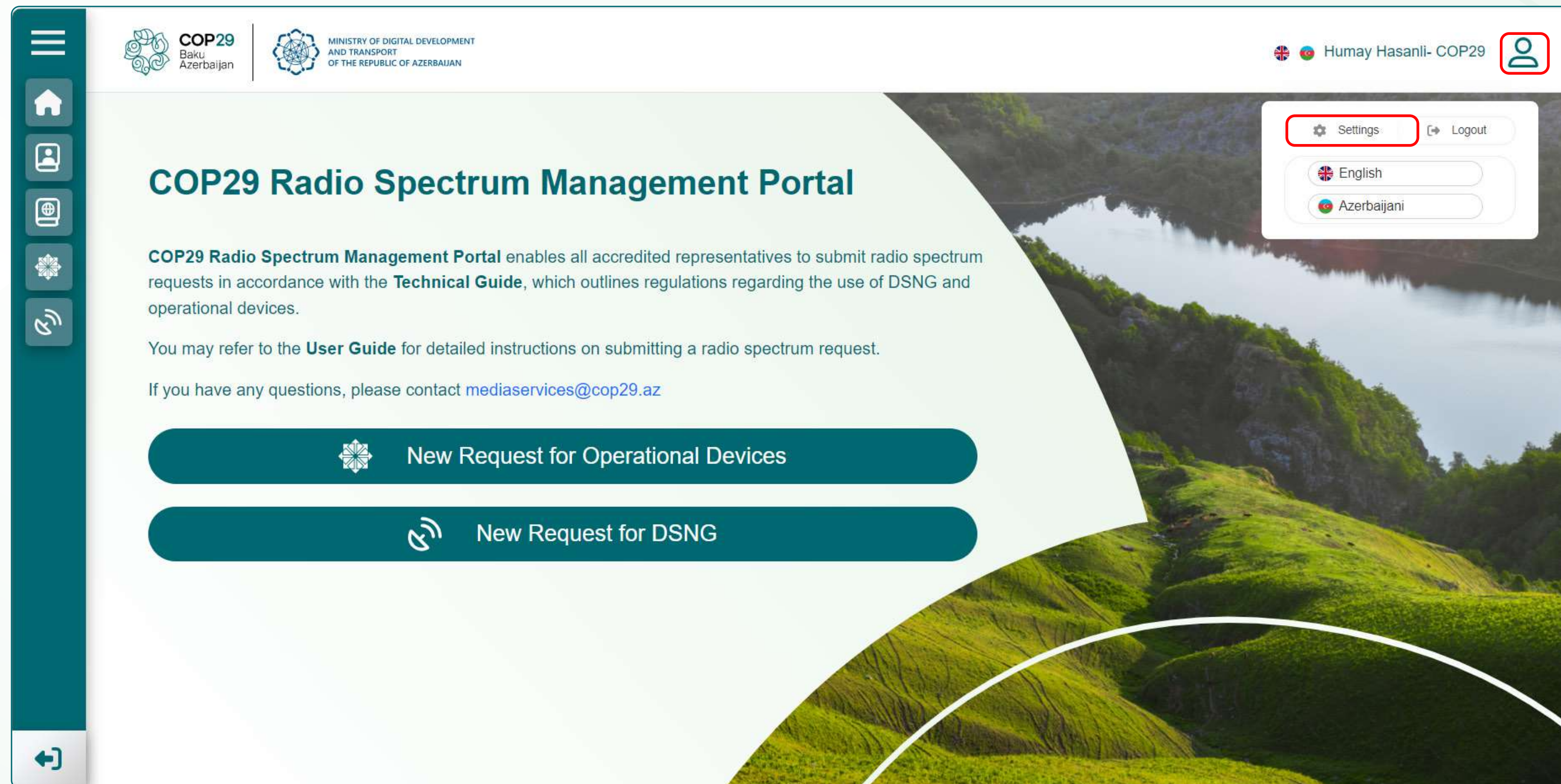
- Title:** Enter OTP Code
- Input:** Four empty input boxes for entering the OTP code.
- Timer:** A countdown timer showing '2m 46s'.
- Registration:** A link to the registration page.
- Login:** A link to the login page.
- Confirm:** A button to confirm the OTP code, highlighted with a red box.

Enter the OTP code to reset your password and click **'Confirm'**.

3. SETTINGS



3. Settings



The screenshot displays the COP29 Radio Spectrum Management Portal. At the top left, there are logos for COP29 Baku Azerbaijan and the Ministry of Digital Development and Transport of the Republic of Azerbaijan. The user's name, Humay Hasanli- COP29, and a profile icon are shown at the top right. A dropdown menu is open, showing 'Settings' (highlighted with a red box) and 'Logout'. Below the menu, there are language selection options for 'English' and 'Azerbaijani'. The main content area features the title 'COP29 Radio Spectrum Management Portal' and a brief description of the portal's purpose. It also includes a 'User Guide' link and two prominent buttons: 'New Request for Operational Devices' and 'New Request for DSNG'. A sidebar on the left contains navigation icons for home, profile, and other functions.

To change your password and notification language settings, navigate to the **'Profile'** icon and click **'Settings'**.

3.1 Change Password and Notification Language

The screenshot displays a user profile settings page. At the top, there are logos for COP29 Baku Azerbaijan and the Ministry of Digital Development and Transport of the Republic of Azerbaijan, along with the user's name 'Humay Hasanli - COP29'. The page is divided into three main sections:

- Profile Information:** A table of user details including Full name (Humay Hasanli), Passport number (X000000), Company name (COP29), Job title (Press Officer), Mobile number (+994000000000), I represent (Media), and Email address (mediaservices@cop29.az).
- Change Password:** Three password input fields labeled 'Current password', 'New password', and 'Confirm new password', each with a strength indicator. An 'Update' button is located at the bottom right of this section.
- Notification Language:** A dropdown menu labeled 'Select system notification language' currently set to 'English'. A 'Save' button is located at the bottom right of this section.

To update your password, scroll down to the **'Change Password'** section, enter your current and new passwords and click **'Update'**.

Note: The password must be at least 8 characters long and contain uppercase and lowercase letters, numbers and symbols.

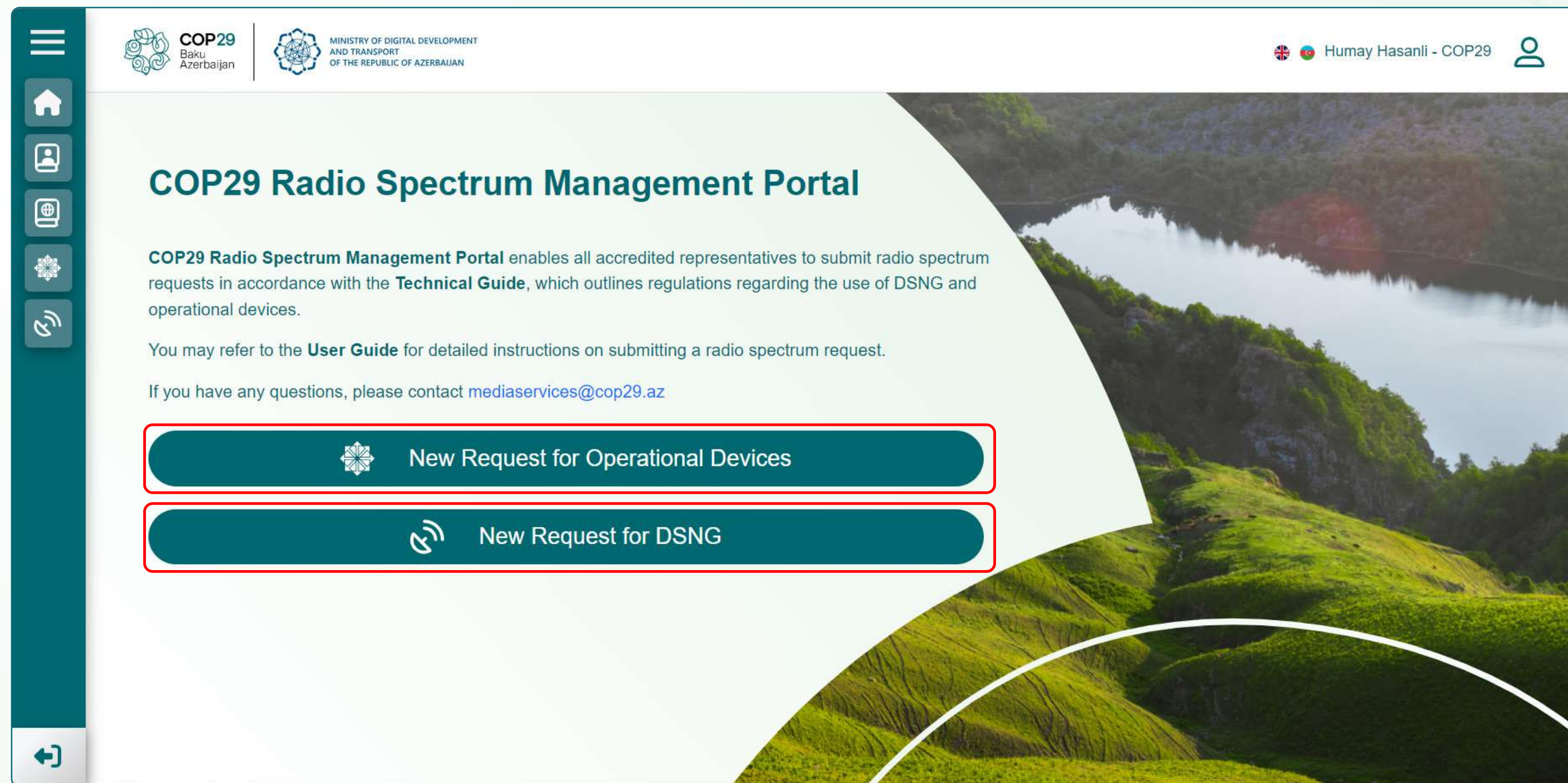
To receive notifications in your preferred language, scroll down to the **'Notification Language'** section, select a language from the drop-down list and click **'Save'**.

Note: Notifications refer to the emails you receive from the portal. When you register, the language you select will be set as the default language for email notifications.

4. NEW RADIO SPECTRUM REQUESTS



4. New Radio Spectrum Requests



The screenshot shows the COP29 Radio Spectrum Management Portal. The header includes the COP29 Baku Azerbaijan logo and the Ministry of Digital Development and Transport of the Republic of Azerbaijan. The user is identified as Humay Hasanli - COP29. The main content area features the title 'COP29 Radio Spectrum Management Portal' and a description: 'COP29 Radio Spectrum Management Portal enables all accredited representatives to submit radio spectrum requests in accordance with the **Technical Guide**, which outlines regulations regarding the use of DSNG and operational devices. You may refer to the **User Guide** for detailed instructions on submitting a radio spectrum request. If you have any questions, please contact mediaservices@cop29.az'. Two buttons are highlighted with red boxes: 'New Request for Operational Devices' and 'New Request for DSNG'. A sidebar on the left contains navigation icons for home, profile, search, and other functions.

- You have two options to create radio spectrum requests:
- You may navigate to the **'Home'** page and click **'New Request for Operational Devices'** and **'New Request for DSNG'**.

4. New Radio Spectrum Requests

The screenshot shows a web application interface for managing radio spectrum requests. The sidebar menu on the left includes 'Home', 'User Guide', 'Technical Guide', 'Requests for Operational Devices' (highlighted with a red box), and 'Requests for DSNG'. The main content area is titled 'Requests for Operational Devices' and features a summary of request counts: Total (0), Approved (0), Rejected (0), Cancelled (0), and Pending (0). Below the summary, there is a 'Create a new request' button (highlighted with a red box), an 'Export to Excel' button, and a search bar labeled 'Search all columns'. A table with the following columns is displayed: Request number, Equipment type, Equipment model, Number of units, Submission date and time, Status, Labelling status, and Actions. Each column has a 'Select' dropdown menu. The table currently shows 'No data available in table'.

You may navigate to the **'Requests for Operational Devices'** page and click **'Create a new request'**.

4. New Radio Spectrum Requests

The screenshot displays the 'Requests for DSNG' dashboard. On the left, a sidebar menu contains 'Home', 'User Guide', 'Technical Guide', 'Requests for Operational Devices', and 'Requests for DSNG' (highlighted with a red box). The top header shows the COP29 Baku Azerbaijan logo, the Ministry of Digital Development and Transport of the Republic of Azerbaijan logo, and the user 'Humay Hasanli - COP29'. The main content area features a title 'Requests for DSNG' and five summary cards: Total (0), Approved (0), Rejected (0), Cancelled (0), and Pending (0). A 'Create a new request' button is highlighted with a red box. Below the cards are 'Export to Excel' and 'Search all columns' options. A table with the following columns is shown: Request number, Corresponding broadcaster ID, Corresponding broadcaster city, Satellite network / Satellite name, Satellite orbital position, Coder equipment model, Antenna model, Submission date and time, Status, Labelling status, and Actions. The table currently displays 'No data available in table'.

You may navigate to the 'Requests for DSNG' page and click 'Create a new request'.

4.1 Dashboard

The screenshot shows the 'Requests for Operational Devices' dashboard. At the top, there are logos for COP29 Baku Azerbaijan and the Ministry of Digital Development and Transport of the Republic of Azerbaijan. The user is identified as Humay Hasanli- COP29. The dashboard features a summary section with five cards: Total (4), Approved (1), Rejected (1), Cancelled (1), and Pending (1). A QR code is located in the upper right corner, labeled 'Scan for Requests' and 'Download QR Code'. Below the summary is a 'Create a new request' button and an 'Export to Excel' button. A table with columns: Request number, Equipment type, Equipment model, Number of units, Submission date and time, Status, Labelling status, and Actions. The table contains four rows of request data. A search bar 'Search all columns' is positioned above the table. A 'Status' column header is highlighted with callout 1. A 'Labelling status' column header is highlighted with callout 6. A 'Select' dropdown in the 'Equipment type' column is highlighted with callout 3. A 'Show' button in the 'Actions' column for request 332 is highlighted with callout 4. A 'Cancel' button in the 'Actions' column for request 332 is highlighted with callout 4. A 'Scan for Requests' QR code is highlighted with callout 5.

Request number	Equipment type	Equipment model	Number of units	Submission date and time	Status	Labelling status	Actions
333	Audio Description Service (ADS)/Mass Cast/FM Radio	Tourtalk	1	2024-07-30 12:40:48	Cancelled by applicant		⋮
332	Wireless IEM Systems	Sennheiser	1	2024-07-30 12:40:08	Pending		⋮
331	Telemetry and Tele-Command	SITAEI	1	2024-07-30 12:39:15	Rejected		⋮
330	Wireless Microphones	Rode	2	2024-07-30 12:38:16	Approved by ICTA	Labelled - label1	⋮

You can perform the following actions in the 'Requests for Operational Devices' page.

1. To see the status of your requests, navigate either to the upper fields or the 'Status' column.
2. To download a report of all your requests, click 'Export to Excel'.
3. Enter the key text in the 'Search all columns' field to perform a general search, refer to the top row of the table to sort and the second row, 'Select', to filter.
4. Navigate to the 'Actions' column, click 'Show' to view the details of the request and 'Cancel' to cancel the request.
Note: You may cancel your request while its status is 'Pending' and 'Approved by ICTA'. Please note that once cancelled, the request cannot be retrieved.
5. To see all approved requests, scan the QR code in the upper right corner of the 'Dashboard'.
Note: The QR code will appear only after the request has been approved.
6. To see the status of labelling, navigate to the 'Labelling status' column.

4.1 Dashboard

The screenshot shows the 'Requests for DSNG' dashboard. At the top, there are logos for COP29 Baku Azerbaijan and the Ministry of Digital Development and Transport of the Republic of Azerbaijan. The user's name 'Humay Hasanli- COP29' is displayed in the top right. The main content area is titled 'Requests for DSNG' and features a summary card with five categories: Total (4), Approved (1), Rejected (1), Cancelled (1), and Pending (1). A QR code is located in the top right corner, labeled 'Scan for Requests' and 'Download QR Code'. Below the summary card, there is a 'Create a new request' button and an 'Export to Excel' button. A search bar labeled 'Search all columns' is positioned above a table. The table has columns for Request number, Corresponding broadcaster ID, Corresponding broadcaster city, Satellite network / Satellite name, Satellite orbital position, Coder equipment model, Antenna model, Submission date and time, Status, Labelling status, and Actions. The table contains four rows of data. The 'Status' column has values: Cancelled by applicant, Pending, Rejected, and Approved by ICTA. The 'Labelling status' column has values: (empty), Labelled - label2, (empty), and Labelled - label2. The 'Actions' column contains a 'Show' button and a 'Cancel' button for the 'Pending' request. Numbered callouts 1-6 highlight: 1. The summary card; 2. The 'Export to Excel' button; 3. The 'Search all columns' field and the 'Select' dropdown in the table header; 4. The 'Show' and 'Cancel' buttons in the 'Actions' column; 5. The QR code; 6. The 'Status' and 'Labelling status' columns.

Request number	Corresponding broadcaster ID	Corresponding broadcaster city	Satellite network / Satellite name	Satellite orbital position	Coder equipment model	Antenna model	Submission date and time	Status	Labelling status	Actions
Select	Select	Select	Select	Select	Select	Select	Select	Select	Select	Select
175	SPA006	Madrid	Galaxy 19	97° West	Comtech EF Data-CDM710	IPT Suitcase	2024-07-30 12:48:24	Cancelled by applicant		⋮
174	GER001	Berlin	SES-4	22° West	Newtec- M6100	C140M	2024-07-30 12:47:05	Pending		Cancel Show
173	FRA003	Paris	Intelsat 20	68.5° East	Ericsson- AVP3000	1200K	2024-07-30 12:45:55	Rejected		⋮
172	ITA004	Rome	Eutelsat 8 West B	8° West	Harmonic- CP3000	EXE-D130	2024-07-30 12:44:11	Approved by ICTA	Labelled - label2	⋮

You can perform the following actions in the 'Requests for DSNG' page.

1. To see the status of your requests, navigate either to the upper fields or the 'Status' column.
2. To download a report of all your requests, click 'Export to Excel'.
3. Enter the key text in the 'Search all columns' field to perform a general search, refer to the top row of the table to sort and the second row, 'Select', to filter.
4. Navigate to the 'Actions' column, click 'Show' to view the details of the request and 'Cancel' to cancel the request.
Note: You may cancel your request while its status is 'Pending' and 'Approved by ICTA'. Please note that once cancelled, the request cannot be retrieved.
5. To see all approved requests, scan the QR code in the upper right corner of the 'Dashboard'.
Note: The QR code will appear only after the request has been approved.
6. To see the status of labelling, navigate to the 'Labelling status' column.

4.2 Requests for Operational Devices

Radio Spectrum Request Form for Operational Devices

Full name: Humay Hasanli Company name: COP29
Email address: mediaservices@cop29.az Mobile number: +994000000000

1

* Equipment type ⓘ
Select equipment type

* Equipment model ⓘ

* Number of units ⓘ

* Start date ⓘ * End date ⓘ * Usage period (days) ⓘ * Zone of use ⓘ
dd-mm-yyyy dd-mm-yyyy
Select the zone

* Location of use ⓘ * Equipment manufacturer ⓘ * Max power output / Required radiated power [mW] ⓘ * Antenna height [m] ⓘ
Select the location
Antenna gain [dBi] ⓘ * Frequency range start [MHz] * Frequency range end [MHz] * Requested frequency Tx [MHz] * Requested frequency Rx [MHz]

* Tuning step [KHz] * Bandwidth [KHz]

Additional information ⓘ

Add

* I hereby agree that the information I have submitted in this request will be shared with the relevant authorities.
 * I confirm that the information I have provided in this request is accurate and complete. I accept full responsibility for its accuracy and any potential consequences that may arise.

Submit

Once you are on the **‘Radio Spectrum Request Form for Operational Devices’** page, fill in the required information.

- Click the ⓘ icon located near the required fields for further explanation.
- You may provide further details in the **‘Additional information’** box.
- Click **‘Add’** to request radio spectrum for an additional device.

Read the information presented next to the checkboxes carefully and select both of them.

Ensure all the information you provided is accurate and click **‘Submit’**.

After submitting your request, you will see your request number, the date and time of submission and the status of your request as **‘Pending’** in the **‘Dashboard’**.

4.2 Requests for Operational Devices

In case of approval:

COP29 Radio Spectrum Management Portal

Dear Humay Hasanli,

We are pleased to inform you that your request for Operational Device № 330 has been approved.

The assigned frequency for this equipment is: 520 Tx (MHz) - 526 Rx (MHz)

A QR code containing the approval of your request is now available in the upper right corner of the dashboard. **Upon arrival at the conference venue, please have this QR code ready on your device.** This QR code will ensure smooth access to the conference venue.

If you have any questions or need further assistance, please contact mediaservices@cop29.az

Best regards,

In case of rejection:

COP29 Radio Spectrum Management Portal

Dear Humay Hasanli,

We regret to inform you that your request for Operational Device № 331 has been rejected.

Reason for Rejection:

Please enter the height of the antenna correctly.

If you have any questions or need further assistance, please contact mediaservices@cop29.az

Best regards,

Information Communication Technologies Agency (ICTA)

Once your request has been reviewed, you will receive an email informing you whether it has been approved or rejected.

Upon arrival at the conference venue, you will be asked to approach the **Spectrum Test and Tagging Desk** for the labelling of your operational device.

✓ If your operational device passes the testing process, it will be marked with a stick-on label. During security checks, labels will confirm that the operational device is authorised for use at the venue. Under no circumstances should the label be removed or reapplied to another device, as this is strictly prohibited. If you encounter any problems, please approach the **Spectrum Test and Tagging Desk** or a Spectrum team representative.

✗ Operational devices without labels **will not be permitted** to operate at the conference venue.

Note: Non-compliance with the regulations outlined in the **Technical Guide** may result in your operational device being confiscated at the venue.

4.3 Requests for DSNG

Radio Spectrum Request Form for DSNG

Full name: Humay Hasanli Company name: COP29
Email address: mediaservices@cop29.az Mobile number: +994000000000

1

* Start date ⓘ dd-mm-yyyy	* End date ⓘ dd-mm-yyyy	* Usage period (days) ⓘ	* DSNG type ⓘ Select the type of DSNG
* Corresponding broadcaster ID	* Corresponding broadcaster city ⓘ	* Satellite network / Satellite name ⓘ	* Satellite orbital position ⓘ
* Coder equipment manufacturer	* Coder equipment model	* Antenna manufacturer ⓘ	* Antenna model ⓘ
* Antenna gain [dBi] ⓘ	* Antenna frequency Tx [MHz]	* Antenna frequency Rx [MHz]	
* Coder equipment frequency Tx [MHz]		* Coder equipment frequency Rx [MHz]	

Additional information ⓘ

* I hereby agree that the information I have submitted in this request will be shared with the relevant authorities.
 * I confirm that the information I have provided in this request is accurate and complete. I accept full responsibility for its accuracy and any potential consequences that may arise.

Add

Submit

To request a radio spectrum for DSNG, applicants must first consult with **Tim Davis, the International Broadcast Centre (IBC) Manager**. Please contact Mr Davis at davis.tim52@gmail.com

Once you are on the **'Radio Spectrum Request Form for DSNG'** page, fill in the required information.

- Click the ⓘ icon located near the required fields for further explanation.
- You may provide further details in the **'Additional information'** box.
- Click **'Add'** to request radio spectrum for an additional device.

Read the information presented next to the checkboxes carefully and select both of them.

Ensure all the information you provided is accurate and click **'Submit'**.

After submitting your request, you will see your request number, the date and time of submission and the status of your request as **'Pending'** in the **'Dashboard'**.

4.3 Requests for DSNG

In case of approval:

COP29 Radio Spectrum Management Portal

Dear Humay Hasanli,

We are pleased to inform you that your request for DSNG № 172 has been approved.

A QR code containing the approval of your request is now available in the upper right corner of the dashboard. **Upon arrival at the conference venue, please have this QR code ready on your device.** This QR code will ensure smooth access to the conference venue.

If you have any questions or need further assistance, please contact mediaservices@cop29.az

Best regards,

Information Communication Technologies Agency (ICTA)

In case of rejection:

COP29 Radio Spectrum Management Portal

Dear Humay Hasanli,

We regret to inform you that your request for DSNG № 173 has been rejected.

Reason for Rejection:

Please ensure the name of the satellite you provided is accurate.

If you have any questions or need further assistance, please contact mediaservices@cop29.az

Best regards,

Information Communication Technologies Agency (ICTA)

Once your request has been reviewed, you will receive an email informing you whether it has been approved or rejected.

- ✓ Upon arrival at the conference venue, DSNGs will be labelled by the Spectrum team at the DSNG deployment site. Under no circumstances should the label be removed or reapplied to another device, as this is strictly prohibited. If you encounter any problems, please approach the **Spectrum Test and Tagging Desk** or a Spectrum team representative.



COP29
Baku
Azerbaijan

CONTACT

If you require any assistance with the use of the portal or the radio spectrum request submission process, please contact

mediaservices@cop29.az



COP29
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