

Telecommunication Development Bureau (BDT)

Ref.: Circular BDT/IEE/TND/016

Geneva, 12 February 2019

To: Administrations of ITU Member States

#### Subject: Digital Terrestrial Television Broadcasting transition database

Dear Sir/Madam,

In February 2015, the Director of the Telecommunication Development Bureau issued the Circular letter BDT/IEE/SBD/DM/014 on Digital Terrestrial Television Broadcasting transition database (<u>http://www.itu.int/en/ITU-D/Spectrum-Broadcasting/Pages/DSO/Default.aspx</u>), where Administrations were invited to make the necessary update to ensure that their actual status and data were correctly reflected on the portal.

After the deadline set by the GE-06 conference, and in order to enable all administrations to benefit from the latest status and information, ITU is updating the database on the digital Terrestrial Television broadcasting transition. For this reason, Administrations are asked to provide and update their information using the web portal, accessible at <u>https://www.itu.int/net4/ITU-D/CDS/gq/META/DSO/index.asp</u>.

In case of difficulty with the updates or when entering the information (e.g. documents, meetings) or remarks, Administrations are invited to communicate these updates to Mr István Bozsóki, Head, Telecommunication Networks and Spectrum Management Division, Email: <u>tnd@itu.int</u>, Tel: +41 22 730 6347.

To facilitate the process, please find attached a User Guide of the web portal.

Thank you very much for your kind cooperation.

Yours faithfully,

Doreen Bogdan-Martin Director

Attachment: User Guide

#### INTERNATIONAL TELECOMMUNICATION UNION





# How to access to the information of your country:

Go the ASO website	The first time, you need to <b>Request a Password</b> :	Once you received your password:
	1. Select your country	1. Select your country
http://www.itu.int/net4/ITU-D/CDS/gq/META/DSO/index.asp	2. Type your E-mail	2. Type the password
	3. Type your First Name	3. Click on «Submit» button
	4. Type your Last Name	
	5. Click on «Submit» button	
	6. Check your mailbox, you will receive shortly an email from <u>bdtwebsupport@itu.int</u> with your password	
Committed to connecting the	world	

Country: Please sel	ect a country	
YOU HAVE A PASSWORD? You received an email from us with your password, you can login and fill all or parts of the questionnaire :	REQUEST A PASSWORD You need a password to fill the questionnaire. If you don't have yet one, please enter your personal information and email, you will receive an email with the password.	
Password:	E-mail: First Name: Last Name:	
	Submit	



## **Administration Portal**

After the login, the Administration Portal opens.

You can see the three different information sections available for you country

You can click on them, it will open them and you will be able to edit their information.

You can close this page whenever you want, there is no need to save anything in this Administration Portal.





## 1. The Country Information

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Once you have filled the information, you need to save it. Click on the button «Save this part of the Survey»

The page will be closed and you should go back to the Administration Portal.

You can come back to this page and save it as many times as you want.

Everytime you save this page, an automatic email is sent to the ITU administrator to inform him of a change.

Save this part of the Survey



# 2. Country List of Workshops and frequency Coordination Meetings

Here you can see the list of workshops and meetings for your country. To create a workshop/meeting, click on the icon It will open a new window You can fill the details of the concerned Workshop/meeting and save the form. You need also to save the Section page to inform ITU.	Committed to connecting the world Country List of Workshops and frequency Coordination Meetings
	List of Events of interest Action Event Name Start Date End Date Place Website Regional Coverage
Committed to connecting the world Workshops, Meetings	Fields with a red star (*) indicate mandatory answers
Event Name *	
Save this part of the Survey Fields with a red star (*) indicate mandatory answers	International Telecommunication Union

# 3. Country List of Reference Documents

Here you can see the list of documents for your country. To create a workshop/meeting, click on the icon It will open a new window You can fill the details, upload the document (17 MB max) and save the form. You need also to save the Section page to inform ITU.	Committed to connecting the world Country List of Reference Documents
	Documents
	Action Document Title Document Description Document (17 MB maximum)
	8
	Save this part of the Survey
	Fields with a red star (*) indicate mandatory answers
Committed to connecting the world	
Documents	
Document Title *	
Document Description	
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Document (17 MB maximum)	
Save this part of the Survey	
Fields with a red star (*) indicate mandatory answers	



In case of any difficulty in accessing, modifying the database, please contact <u>istvan.bozsoki@itu.int</u> or <u>bdtwebsupport@itu.int</u>

