ITU-D Study Group Case Study Library

How to enter a case study

1.   In order to easily enter a case study into the Library, map the information on the case study according to the Word template available on the website (http://www.itu.int/en/ITU-D/Study-Groups/2010-2014/Pages/case-study-library.aspx):

The format for case studies approved at the September 2012 meeting of Study Group 2 has been used to set up the library.

FUTURE PLANS

Over time, case studies submitted to the old library will be added to the new library in order for the information submitted by our members not to be forgotten. Furthermore, it is envisaged to modify it in order to adapt it to whatever new study Questions are decided by the World Telecommunication Development Conference next year.

On occasion, case studies submitted to the Case Study Library will, with the prior approval of the submitting entity, be featured in ITU social media, blogs, newsletters, etc.

ACCESSING THE CASE STUDY LIBRARY

The **ITU-D Study Group Case Study Library** is accessible from here. **[TIES account required to view and submit case studies to the library]**

In order to log on to the Case Study Library, please use your TIES username and logon (not email address).

If you experience any trouble with your TIES profile, please go to http://www.itu.int/online/mm/scripts/sendpwd to reset your password or find your username.

SUBMITTING A CASE STUDY

There are two possibilities when it comes to submitting case studies:

• **The case study is for display in the case study library ONLY** and thus you only submit it to this database,

or

• **The case study is ALSO for discussion at the next meeting of the concerned ITU-D study Question in addition to being displayed in the library**. In this case, you will need to submit a contribution using the on line submission form available in all official ITU languages here, *providing an abstract of the case study* and the contact details of the person that will present the contribution at the meeting.

To ensure that case study information you intend to submit on line is in the correct format, you may use the Word template available here.

- Previous study period
  - 2006 - 2010
  - 2002 - 2006
  - 1998 - 2002
- Delegate resources
- Case study library
- e-Forum
- Contact us

2.   Proceed to the Library by clicking the link on the main Library information page:

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In order to add a new case study, please click on the "**Add new item**" link.

CONTACT DETAILS

Should you require any additional information on this new tool, and how to submit your case studies, do not hesitate to contact the Study Group Secretariat through the address: devsg@itu.int.

Proceed to the Case Study Library

And entering your TIES username and password:

3. Enter the Library and click on "Add new item":

4.   Fill in the online form one page at a time. The "Submit" button is available on the last page (page 10).

5.   In order not to lose the information should you be disconnected, you may decide to proceed to the last page (page 10) and submit the form once you have completed all the mandatory fields (indicated with a red asterisk). The last mandatory field is on page 3.

ⓘ Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. More information on content approval.

Case Study

10/10

10.	Related Documentation	
10.1	Notes on any changes to case study or documents	E.g. 15.09.2012: Modified financial scale
10.2	Description of attachments	E.g. Attachment1.doc: Time schedule
10.3	Useful documents	Add as many attachments as necessary by using the button below
		📎 Click here to attach a file

<< Previous page

→ Submit

If no change occurs following the save, please reload the page.

The way the system is currently set up, submitted cases are only visible to the submitter when saved after input or editing, until BDT approves them.

6.   If you have saved your case study but wish to edit it (whether it has been approved or not yet), you need to hover over the title with the cursor and then click on the arrow at the right of the title and choose "Edit item".

7.   The entry may now be edited. To save, please proceed to page 10 and click on "Submit". The entry will for the moment only be visible to the submitter. Even if it may have been visible beforehand, it will remain invisible to everybody else until BDT approves it.

Case Library Documents - New Item

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. More information on content approval.

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Submit

If no change occurs following the save, please reload the page.

7.   Entries may be edited at any time, following steps 6 and 7 above.

8.   Of course, if you have any questions or doubts, you may contact the ITU-D Study Group Secretariat at devsg@itu.int.

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