



Telecommunication
Development Bureau (BDT)



Ref.: Circular BDT/DNS/FNS/116

Geneva, 16 February 2022

To: Administrations of ITU Member States

Subject: Digital Terrestrial Television Broadcasting transition database

Dear Sir/Madam,

I refer to the Circular letter BDT/IEE/TND/16 of 12 February 2019 on the Digital Terrestrial Television Broadcasting transition database (<http://www.itu.int/en/ITU-D/Spectrum-Broadcasting/Pages/DSO/Default.aspx>), where Administrations were invited to make necessary updates 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, the International Telecommunication Union (ITU) is updating the database on the Digital Terrestrial Television Broadcasting transition. For this reason, Administrations are asked to provide and update their information (as well as the contact point name) using the web portal, accessible at <https://www.itu.int/net4/ITU-D/CDS/gq/META/DSO/index.asp>.

In case of any technical transition issue and/or difficulty with the updates or when entering the information (e.g. documents, meetings) or remarks, Administrations are invited to communicate these updates to Mr Walid Mathlouthi, Head, Future Networks and Spectrum Management Division and/or Mr Désiré Karyabwite, Senior IP Coordinator, e-mail: fns@itu.int.

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

Thank you very much for your cooperation.

Yours faithfully,

[Original signed]

Doreen Bogdan-Martin
Director

Attachment: User Guide

INTERNATIONAL TELECOMMUNICATION UNION



How to access to the information of your country:



Go the ASO website

<http://www.itu.int/net4/ITU-D/CDS/gg/META/DSO/index.asp>



The first time, you need to **Request a Password:**

1. Select your country
2. Type your E-mail
3. Type your First Name
4. Type your Last Name
5. Click on «Submit» button
6. Check your mailbox, you will receive shortly an email from bdtwebsupport@itu.int with your password



Once you received your password:

1. Select your country
2. Type the password
3. Click on «Submit» button

ITU Committed to connecting the world

Analog to Digital Switch Over Project

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 :

Password:

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.

E-mail:

First Name:

Last Name:



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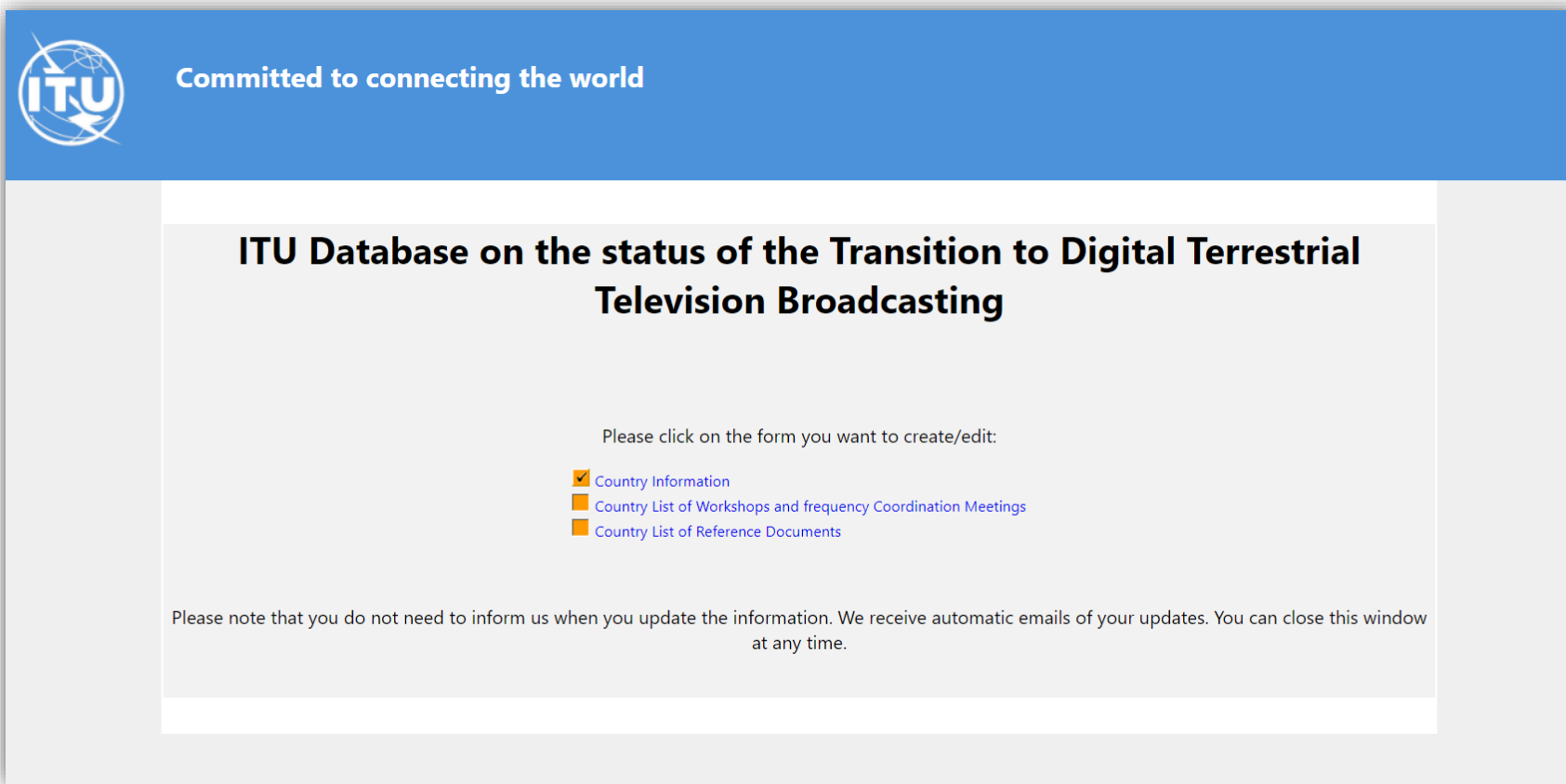
Administration Portal

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.

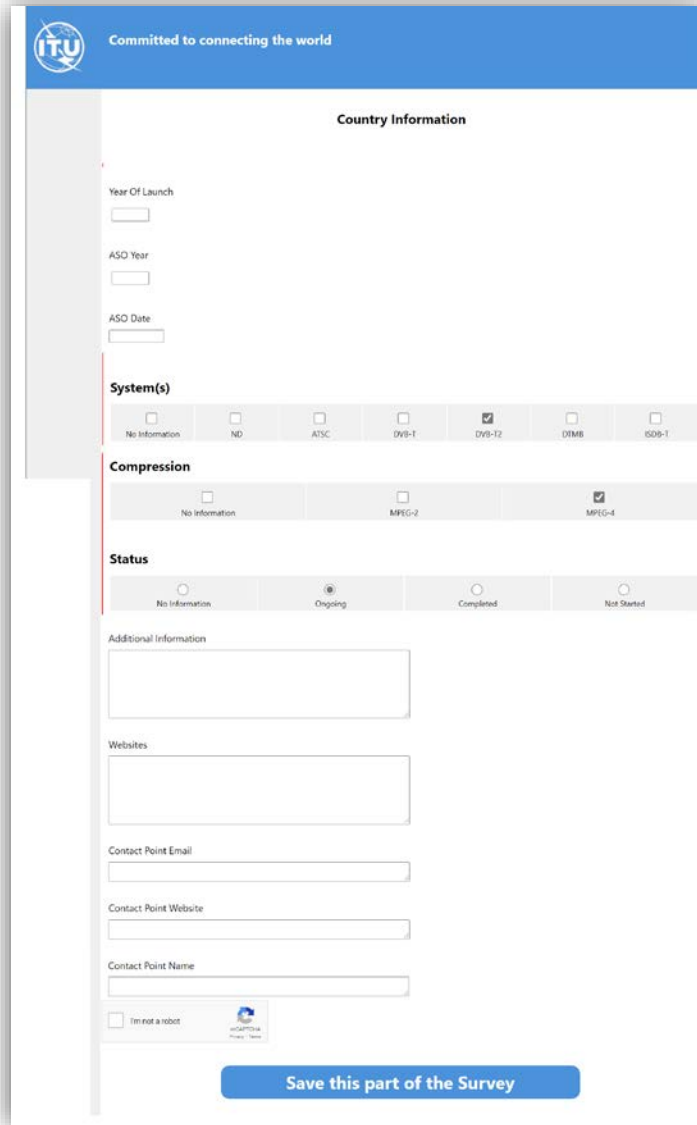


The screenshot shows the ITU Administration Portal interface. At the top, there is a blue header with the ITU logo on the left and the text "Committed to connecting the world" on the right. Below the header, the main content area has a light gray background. The title "ITU Database on the status of the Transition to Digital Terrestrial Television Broadcasting" is centered in bold black text. Below the title, there is a line of text: "Please click on the form you want to create/edit:". Underneath this, there are three items listed, each with a small square icon to its left: a checked orange square for "Country Information", an unchecked orange square for "Country List of Workshops and frequency Coordination Meetings", and an unchecked orange square for "Country List of Reference Documents". At the bottom of the main content area, there is a note: "Please note that you do not need to inform us when you update the information. We receive automatic emails of your updates. You can close this window at any time."



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1. The Country Information



The screenshot shows the ITU 'Country Information' form. At the top left is the ITU logo and the slogan 'Committed to connecting the world'. The form title is 'Country Information'. It contains several input fields: 'Year Of Launch', 'ASO Year', and 'ASO Date'. Below these are sections for 'System(s)', 'Compression', and 'Status', each with radio button options. The 'System(s)' section includes 'No Information', 'ND', 'ATSC', 'DVB-T', 'DVB-T2' (checked), 'DTMB', and 'ISDB-T'. The 'Compression' section includes 'No Information', 'MPEG-2', and 'MPEG-4' (checked). The 'Status' section includes 'No Information', 'Ongoing' (selected), 'Completed', and 'Not Started'. There are also text input fields for 'Additional Information', 'Websites', 'Contact Point Email', 'Contact Point Website', and 'Contact Point Name'. At the bottom left is a checkbox for 'I'm not a robot' with a CAPTCHA icon. At the bottom center is a blue button labeled 'Save this part of the Survey'.

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.

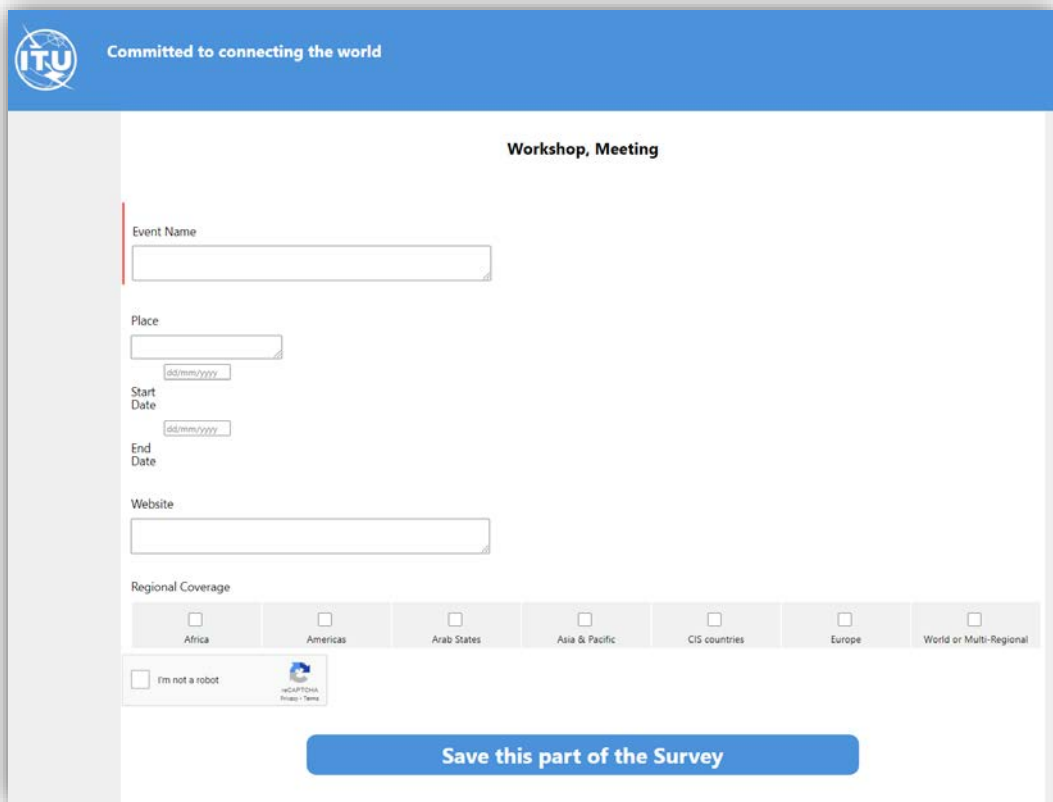
Save this part of the Survey



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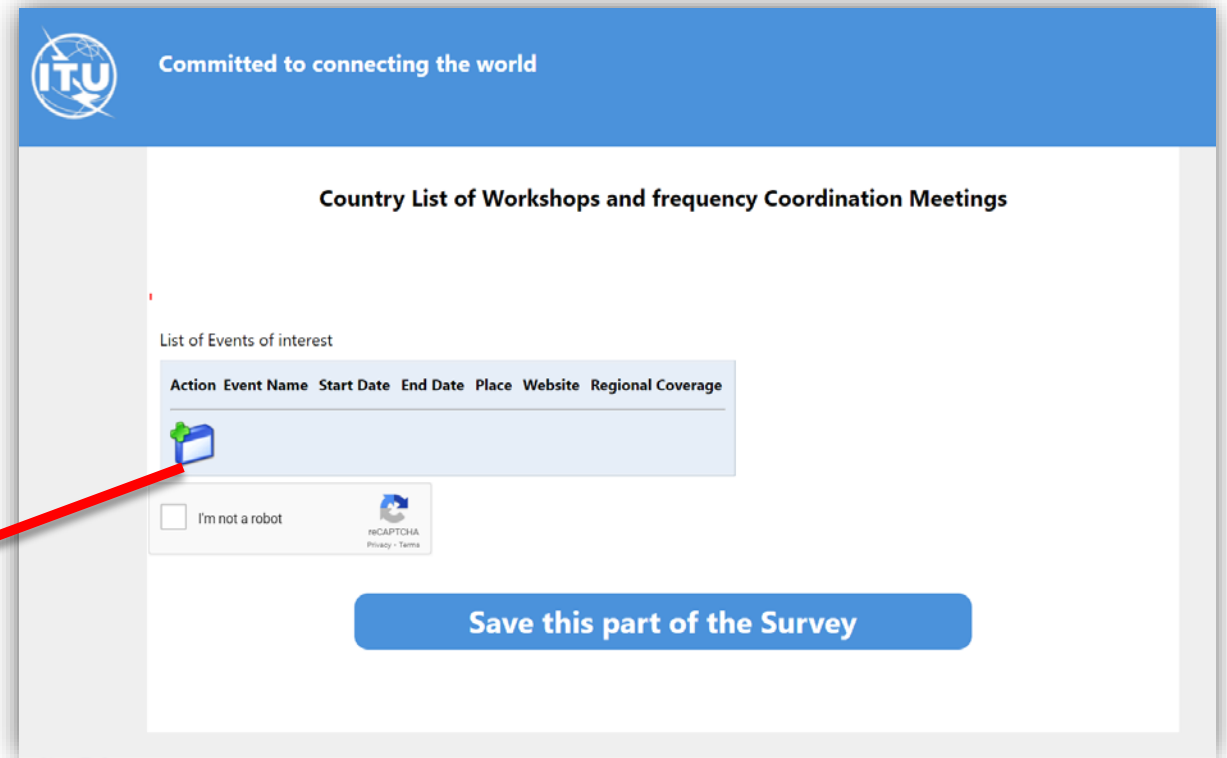
2. Country List of Workshops and frequency Coordination Meetings

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.




The screenshot shows a form titled "Workshop, Meeting" with the following fields and options:

- Event Name:
- Place:
- Start Date:
- End Date:
- Website:
- Regional Coverage: Africa, Americas, Arab States, Asia & Pacific, CIS countries, Europe, World or Multi-Regional
- Security: I'm not a robot (with reCAPTCHA icon)
- Button: **Save this part of the Survey**




The screenshot shows a page titled "Country List of Workshops and frequency Coordination Meetings" with the following elements:

- Header: ITU logo and "Committed to connecting the world"
- Section Title: **Country List of Workshops and frequency Coordination Meetings**
- Section: List of Events of interest
- Table Header: **Action Event Name Start Date End Date Place Website Regional Coverage**
- Table Row: 
- Security: I'm not a robot (with reCAPTCHA icon)
- Button: **Save this part of the Survey**

A red arrow points from the calendar icon in the table row to the "Workshop, Meeting" form in the adjacent screenshot.

3. Country List of Reference Documents

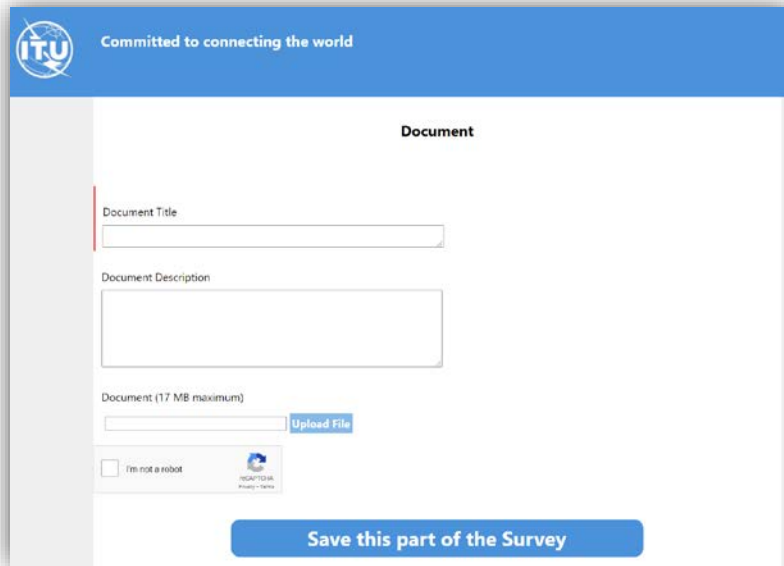
Here you can see the list of documents for your country.

To create a workshop/meeting, click on the icon 

It will open a new window

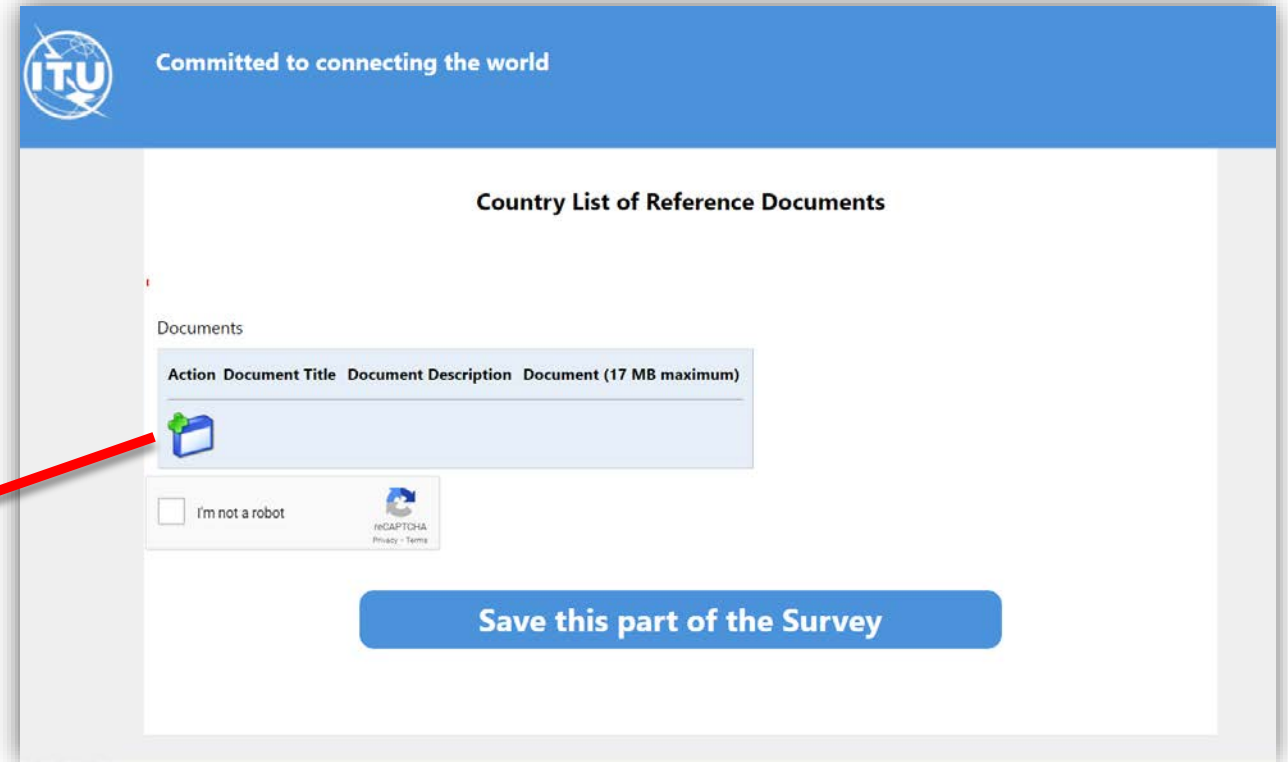
You can fill the details, upload the document (17 MB max) and save the form.

You need also to save the Section page to inform ITU.



The screenshot shows a form titled "Document" with the following fields and elements:

- Document Title: A text input field.
- Document Description: A larger text area.
- Document (17 MB maximum): A file upload field with an "Upload File" button.
- Verification: A checkbox labeled "I'm not a robot" and a CAPTCHA image.
- Save Button: A blue button labeled "Save this part of the Survey".



The screenshot shows the "Country List of Reference Documents" page with the following elements:

- ITU Logo and "Committed to connecting the world" header.
- Section Title: "Country List of Reference Documents".
- Documents Table: A table with columns "Action", "Document Title", "Document Description", and "Document (17 MB maximum)". A calendar icon is visible in the "Action" column.
- Verification: A checkbox labeled "I'm not a robot" and a CAPTCHA image.
- Save Button: A large blue button labeled "Save this part of the Survey".

A red arrow points from the calendar icon in the table to the "Document" form in the adjacent screenshot.

In case of any difficulty in accessing, modifying the database, please contact fns@itu.int
or bdtwebsupport@itu.int



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