



*Radiocommunication Bureau*

*(Direct Fax N°. +41 22 730 57 85)*

Circular Letter  
1/LCCE/67\*

17 November 2004

**To Administrations of Member States of the ITU and  
Radiocommunication Sector Members participating in  
the work of Radiocommunication Study Group 1**

**Subject:** Second meeting of SG 1 Rapporteur Group to revise the Handbook on Computer-Aided techniques for Spectrum Management

The Study Group 1, at its last meeting in November 6-7, 2003 decided to create a Rapporteur Group to revise the Handbook on Computer-Aided techniques for Spectrum Management, edition 1999. The Group will work according to the Terms of reference as contained in the SG 1 Decision [[Doc. 1/17](#)].

**Date and place**

The second meeting of the Rapporteur Group will be held from 31 January to 4 February 2005, following the kind invitation of **LS telcom AG**, Germany. The meeting will take place at the premises of LS telcom, Im Gewerbegebiet 31-35, D-77839 **LICHTENAU**, Germany.

A copy of the invitation letter together with the practical information concerning the venue of this meeting, including hotel accommodation may be found in Annex 1.

Reservation for accommodation has to be made by the reservation form (Annex 2), which should be sent, whenever possible, before 7 January directly to the Hotel and the meeting co-ordinator for information.

Delegates may wish to note that LS telcom cannot be held responsible for hotel bookings.

The meeting will commence at 9:30 hours on 31 January 2005. The registration of delegates will start at 08.30 hours.

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\* English only.

For more information, please contact meeting co-ordinator:

Dr. Ing. Manfred LEBHERZ, **LS telecom AG**

Tel.: + 49 7227-95 35-600

Fax: + 49 7227-95 35-605

E-mail: [mlebherz@LStelcom.com](mailto:mlebherz@LStelcom.com)

### **Work programme and submission of contributions**

The programme of the meeting is contained in the invitation letter (Annex 1).

Contributions are invited in accordance with the Terms of Reference as indicated in the Decision [\[1/17\]](#). These will be posted on the ITU web. Contributions with indication of the contact person should also be sent to the Chairman of SG 1 and to the Chairman of the Rapporteur Group. It is recommended to widely use the email reflector that was established for the purpose of the Group in view to assist all potential participants and contributors to communicate.

<http://www.itu.int/ITU-R/study-groups/reflectors-ftp/mail-ftp.asp?link=rsg1&lang=e&couns=rsg1>

Participants are encouraged to submit contributions by electronic mail to:

[dusan.schuster@itu.int](mailto:dusan.schuster@itu.int)

Documents may be found in the ITU Website:

<http://web/md/meetingdoc.asp?lang=e&type=sfolders&parent=R03-1.HNB.CAT-C>

### **Working language**

The meeting will be conducted in English.

### **Participation**

The intended participation of your representative(s) should be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 3).

Valery Timofeev  
Director, Radiocommunication Bureau

### **Annexes: 3**

#### Distribution:

- Administrations of Members States and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- Chairman and Vice-Chairmen of Radiocommunication Study Group 1
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## ANNEX 1

A copy of the Letter from LS Telcom



LS telcom AG • Im Gewerbegebiet 31-35 • D-77839 Lichtenau • Germany

International Telecommunication Union  
Radiocommunication Bureau  
Director  
Valery TIMOFEEV  
Place des Nations  
1211 Geneva 20  
SWITZERLAND  
By Fax: + 41 22 730 57 85

Your ref./Your letter

Our ref.  
ml/bz

Telephone ext./email  
+49 7227 95 35 700

Date  
2004-11-11

### Invitation to host a Revision Meeting for the ITU handbook on CAT for Spectrum Management

Dear Mr. Timofeev,

As we have been informed that the final meeting related to the ITU Handbook on CAT for Spectrum Management will most probably be organized from 31<sup>st</sup> January until 4<sup>th</sup> February 2005, we would like to take this opportunity to express our invitation to host this meeting at LS telcom's premises in Germany.

We would be able to provide the necessary infrastructure (meeting room, technical equipment, etc.) for such kind of meeting and therefore would be really happy to welcome you and your colleagues at our headquarter in Lichtenau.

For your information, I am sending you enclosed detailed information on the possible meeting venue and would be pleased to assist you in case of any further questions.

Thank you very much in advance for your consideration.

Kind regards

A handwritten signature in black ink, appearing to read "Manfred", written over the printed name.

Manfred Lebherz  
Member of the Board  
LS telcom AG

## **1. Meeting Venue**

LS telcom AG  
Im Gewerbegebiet 31-35  
77839 Lichtenau  
Germany  
Phone: +49 7227 95 35 700  
FAX: +49 7227 95 35 702  
[www.LStelcom.com](http://www.LStelcom.com)

## **2. Agenda**

Assuming a 5 days meeting, we would suggest the following schedule as time frame:

### **a) Monday, 31<sup>st</sup> January 2005**

08:30 – 09:30 a.m.	Registration
09:30 – 10:00 a.m.	Welcome Dr. Manfred Lebherz, Dr. Georg Schöne Board Members, LS telcom AG
10:00 – 10:30 a.m.	Coffee Break
10:30 – 12:15 noon	Working Session
12:15 – 02:00 p.m.	Lunch – LS Casino
02:00 – 03:30 p.m.	Working Session
03:30 – 03:45 p.m.	Coffee Break
03:45 – 05:00 p.m.	Working Session

### **b) Tuesday, 01<sup>st</sup> February 2005**

09:00 – 10:30 a.m.	Working Session
10:30 – 10:45 a.m.	Coffee Break
10:45 – 12:15 noon	Working Session
12:15 – 02:00 p.m.	Lunch
02:00 – 03.30 p.m.	Working Session
03:30 – 03:45 p.m.	Coffee Break
03:45 – 05:00 p.m.	Working Session

### **c) Wednesday, 02<sup>nd</sup> February 2005**

09:00 – 10:30 a.m.	Working Session
10:30 – 10:45 a.m.	Coffee Break
10:45 – 12:15 noon	Working Session
12:15 – 02:00 p.m.	Lunch
02:00 – 03.30 p.m.	Working Session
03:30 – 03:45 p.m.	Coffee Break
03:45 – 05:00 p.m.	Working Session

**d) Thursday, 03<sup>rd</sup> February 2005**

09:00 – 10:30 a.m.	Working Session
10:30 – 10:45 a.m.	Coffee Break
10:45 – 12:15 noon	Working Session
12:15 – 02.00 p.m.	Lunch
02:00 – 03.30 p.m.	Working Session
03:30 – 03:45 p.m.	Coffee Break
03:45 – 05:00 p.m.	Working Session

**e) Friday, 04<sup>th</sup> February 2005**

09:00 – 10:30 a.m.	Working Session
10:30 – 10:45 a.m.	Coffee Break
10:45 – 12:15 noon	Final Working Session and Conclusion of the Meeting
12:15 – 02.00 p.m.	Lunch

**3. Infrastructure**

- Conference room equipped with projector
- Separate room available for rapporteurs
- Internet access
- Photocopying service as far as necessary

**4. Hotel**

For your stay in Lichtenau, we recommend the following hotel, which is located only some minutes away from LS telcom's premises:

**Hotel Gasthaus zum Rössel**  
**Rösselstrasse 6**  
**77839 Lichtenau-Scherzheim**  
**Phone: +49 7227 95 95 0**  
**FAX: + 49 7227 95 95 50**

**Price per single room: EUR 47.00/night**

**Please make your reservation until Friday, 7<sup>th</sup> January 2005 at the latest and indicate that you attend the ITU Meeting at LS telcom's premises when making your booking!**

There is also the possibility to stay in a hotel in Baden-Baden, a city which is located approximately 25 minutes away by car/taxi from Lichtenau. In Baden-Baden we recommend the following hotel:

**Hotel Schweizer Hof**  
**Lange Strasse 73**  
**Phone: +49 72 21 30 46 0**  
**FAX: +49 72 21 30 46 46**

Price per single room: EUR 67.00 – EUR 77.00/night

In case one of the hotel is fully booked, please contact Ms. Beate Zehe at [BZehe@LStelcom.com](mailto:BZehe@LStelcom.com). She will assist you to find an alternative hotel.

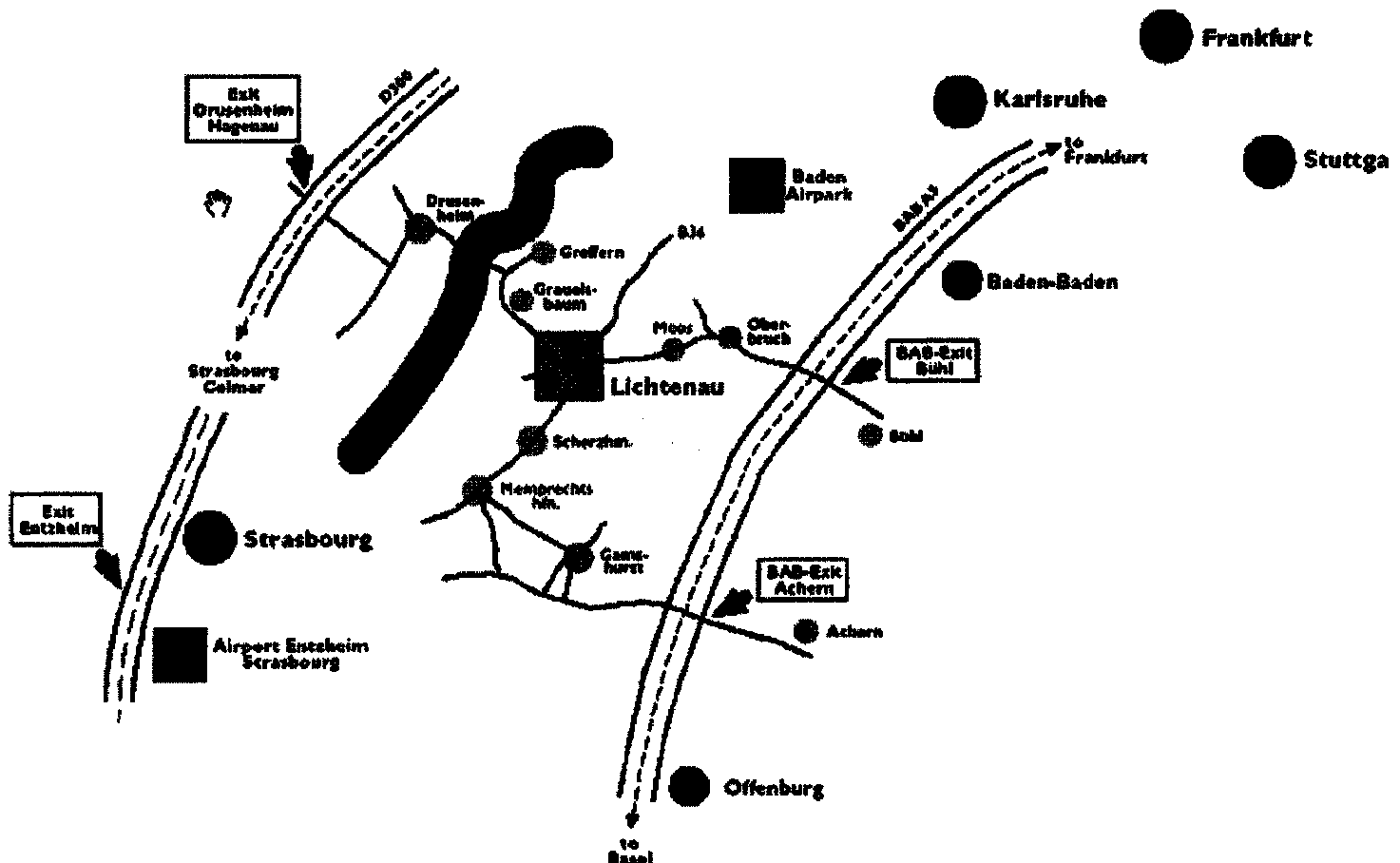
## 5. How to find LS telcom AG

Should you arrive by car, you have to take the motorway A5 (Autobahn), exit Bühl. Turn left to Oberbruch/Moos and follow the signs to Lichtenau/Ulm. Drive all the way through Ulm and Lichtenau (direction Kehl). Close to the city limits of Lichtenau there is a fuel station where you turn right towards the industrial area. Take the next turn left and left again. Follow the road and you will find LS telcom in a left bend on the right.

Should you arrive by train, the nearest station would be either Baden-Baden or Bühl/Baden.

When arriving by plane you have the choice between airport FKB Baden-Karlsruhe, airport FRA Frankfurt/Main, airport STR Stuttgart or airport Strasbourg-Entzheim.

For your convenience, please see route description attached below.



## ANNEX 2

### Hotel reservation form

#### ITU-R Rapporteur Group on Computer- aided techniques for Spectrum Management

31 January - 4 February, LICHTENAU, Germany

##### Hotel Gasthaus zum Rössel

Rösselstrasse 6

77839 LICHTENAU-SCHERZHEIM

Tel. : +49 7227 95 95 0

Fax : +49 7272 95 95 50

Name	.....	Initials	.....
Company/Organisation	.....		
Business address	.....		
Postcode and City	.....		
Country	.....		
Credit card number	.....	Exp. date	.....
Telefax	.....	Telephone	.....
E-mail			
Date of arrival	.....	Approximate time of arrival at hotel	.....
Date of departure	.....		

Signature

**Hotel reservation form must be returned before 7 January 2005 directly to the hotel**