



**NINETEENTH SESSION OF THE  
COMMITTEE OF EXPERTS ON PUBLIC ADMINISTRATION  
United Nations, New York  
30 March –3 April 2020**

**INFORMATION CIRCULAR**

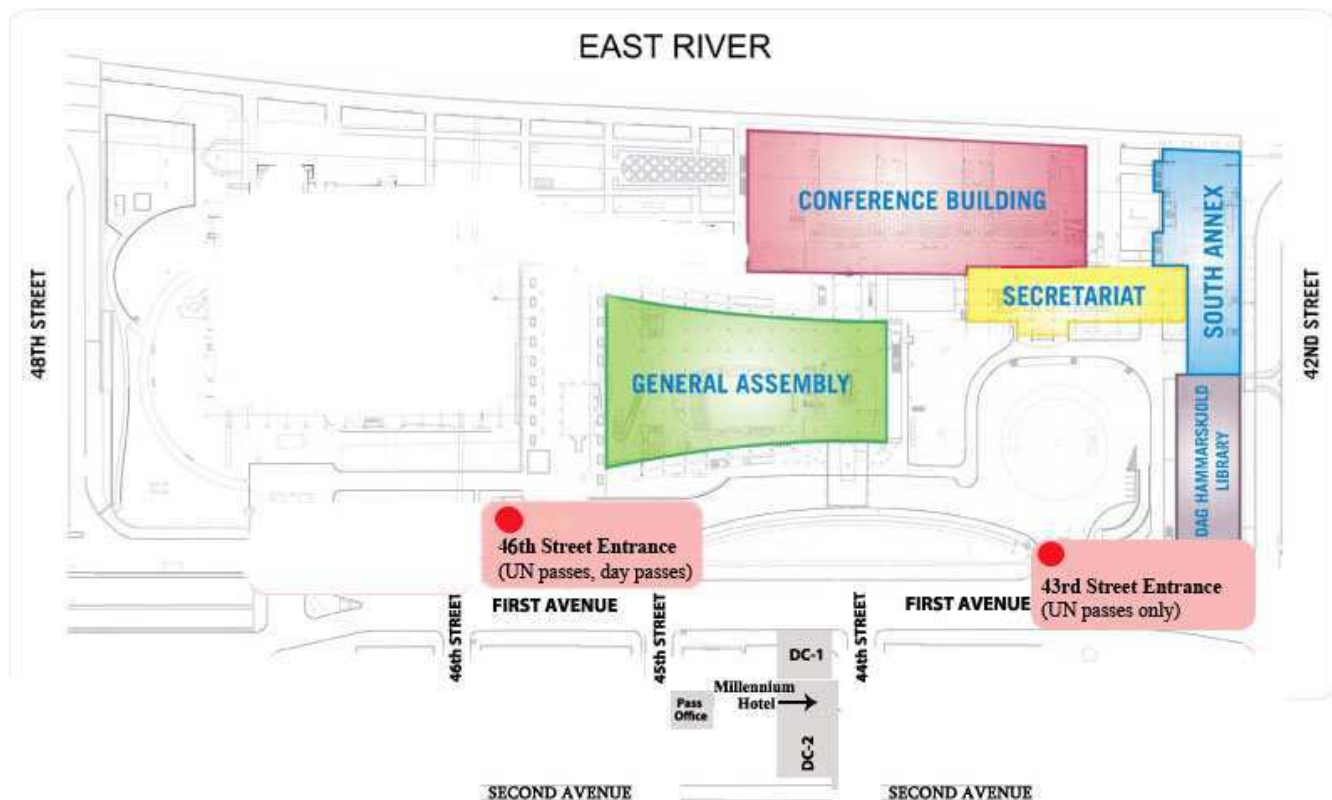
**Place and time of meeting**

The meeting will be held at the United Nations Headquarters, New York, NY. It will commence daily at 10:00 a.m. and take place in **Conference Room 3** of the Conference Building **from 30 March to 3 April 2020**. Please note that due to heavy demand for rooms during this week, room assignment may change.

**Identification Passes**

Except for individuals from the diplomatic community, United Nations identification passes will be distributed at the 46<sup>th</sup> Street Visitors' Entrance on **(46<sup>th</sup> Street and 1<sup>st</sup> Avenue)**, from 9:00 to 10:00 a.m. on **Monday, 30 March 2020**. Please approach our staff bearing 'CEPA' signs for assistance. In case of inclement weather, the passes will be distributed at 2 United Nations Plaza on 44<sup>th</sup> Street next to the entrance of the Hotel Millennium Hilton One UN Plaza.

**Map of the United Nations Vicinity**



### **Working languages of the meeting**

The 19<sup>th</sup> session of CEPA will be conducted in Arabic, Chinese, English, French and Spanish and all official documentation will be in the six UN official languages.

### **Documentation**

In an effort to “[go green](#)”, all CEPA documentation will be available electronically at:  
<https://publicadministration.un.org/en/CEPA>.

You are strongly encouraged to bring your laptops, tablets or other mobile devices with you to the meeting. Free Wi-Fi service is available throughout the building.

### **Visa**

If necessary, participants must obtain a visa through the United States Consulate or Embassy in their country. Information on United States visa requirements and procedures can be found at  
<https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>.

### **Medical insurance**

Participants are responsible for securing, at their own expense, the necessary insurance coverage including travel, health, life, and other forms deemed appropriate. Participants with accessibility needs should inform the organizers of any specific requirements in this regard and provide the necessary documentation in support of such requests.

### **Hotel**

Arrangements for hotels need to be made by individual participants at hotels of their own choice. A list of hotels in the vicinity of the UN is provided below.

Please note that a credit card is normally required to make a reservation; participants should plan accordingly.

Some hotels may offer “United Nations special rate” for officials who are on United Nations business. However, the actual special rate does not apply until a UN document (letter of invitation, etc.) is presented to the hotel. The tax of 13 ¼% is not included in their rates.

### **Suggested guide to food in the UN complex and neighbourhood**

<b>Snacks / Cafés / Delicatessens Restaurants</b>	<b>Restaurants</b>
<b>Vienna Café</b> General Assembly – 1st Basement South <b>Hours: M-F: 8:00am-6:00pm</b>	<b>Amaze Restaurant</b> 694 E 3rd Avenue (between 43rd and 44st Street) (212) 986-5555
<b>United Nations Riverview Café</b> Conference Building – 4th Floor South <b>Hours: M-F: 8:00am-3:00pm</b>	<b>La Trattoria Pizza</b> 844 2nd Avenue (between 44th and 45th Street) (212) 682-5656
<b>Lobby Café</b> Secretariat Lobby – 1st Floor North <b>Hours: M-F: 8:00am-6:00pm</b>	<b>The Amish Market</b> 240 E 45th Street (between 2nd and 3rd Avenue)

<b>North Delegates Lounge</b> Conference Building – 2nd Floor North <b>Hours: M-W: 9:30am-7:00pm</b> <b>Thr: 9:30am-8:00pm</b> <b>Fri: 9:30am-10:00pm</b>	<b>Grand Central Oyster Bar</b> 98 E at 42nd St. at Grand Central Terminal Enter at Vanderbilt Avenue between 42nd and 43rd Street (212) 490-6650
<b>Vienna Café</b> General Assembly – 1st Basement South <b>Hours: M-F: 8:00am-6:00pm</b>	<b>Keats (Irish Pub)</b> 842 2nd Avenue (between 44th and 45th Street) (212) 682-5490
<b>United Nations delegates dinner room</b> Conference Building – 4th Floor North <b>Hours: M-F from 11:30 a.m. to 2:30 p.m.</b>	<b>Sushi Yasuda (Japanese)</b> 204 E 43rd Street (between 2nd and 3rd Avenue) (212) 972-1001
<b>Café de la Paix</b> Secretariat – 1st Basement South <b>Hours: M-F: 11:30am-4:00pm</b>	<b>Aburiya Kinnosuke (Japanese)</b> 213 E 45th Street (between 2nd and 3rd Avenue) (212) 867-5454
<b>UNICEF Café</b> Three UN Plaza, 1st Floor 44th St. between 1st and 2nd Avenue <b>Hours: M-F: 8:30am-4:30pm</b>	<b>Ali Baba's Terrace (Turkish)</b> 862 2nd Avenue at 46th Street (212) 888-8622
<b>Ground Central</b> 800 2nd Ave (between 42nd and 43rd St.) <b>Hours: M-F: 6:30am-7:00pm</b>	<b>Patsy's Pizzeria</b> 801 2nd Avenue between 42nd and 43rd St. (212) 878-9600
<b>The Palm Too</b> 840 2nd Avenue (between 44th and 45th St.) (212).697-5198	

### **Time zone**

For the time difference between New York and your country, please refer to

<http://www.timeanddate.com/worldclock/>

### **Weather**

To check for current weather condition in New York, please refer to

<http://www.weather.com/weather/local/10017?lswe=10017&lwsa=WeatherLocalUndeclared&from=whatwhere>

### **UN Secretariat**

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**AMERICAN EXPRESS/UNITED NATIONS**  
**NEW YORK CITY HOTELS**

<b>Hotel Name</b>	<b>Address</b>	<b>Telephone</b>
Affinia 50	155 East 50 <sup>th</sup> Street	212-751-5710
Affinia Shelburne	303 Lexington Avenue	212-689-5200
Ameritania at Times Square	230 West 54 <sup>th</sup> Street	212-247-5000
Amsterdam Court	226 West 50 <sup>th</sup> Street	212-459-1000
Beekman Tower	3 Mitchell Place (48 <sup>th</sup> Street & 1 <sup>st</sup> Ave.)	646-760-8084
Courtyard by Marriot New York Manhattan/Midtown East	866 Third Avenue	212-644-1300
The Benjamin	125 East 50 <sup>th</sup> Street	212-715-2500
The Bentley	500 East 62 <sup>nd</sup> Street	212-644-6000
Double Tree Metropolitan	569 Lexington Avenue	212-752-7000
Dream Midtown	210 West 55 <sup>th</sup> Street	212-247-2000
Dylan Hotel	52 East 41 <sup>th</sup> Street	212-338-0500
Even Hotel	221 East 44 <sup>th</sup> Street	212-239-0002
Fitzpatrick Grand Central	141 East 44 <sup>th</sup> Street (between 56 <sup>th</sup> & 57 <sup>th</sup> St)	212-351-6800
Fitzpatrick Manhattan	687 Lexington Avenue	212-355-0100
Grand Hyatt New York	109 East 42 <sup>nd</sup> Street (42 <sup>nd</sup> Street/Park Avenue)	212-883-1234
Hampton Inn Manhattan Grand Central	231 East 43 <sup>rd</sup> Street	212-897-3385
Westgate New York City	304 East 42 <sup>nd</sup> Street	212-986-8800
Kimpton Muse Hotel	130 West 46 <sup>th</sup> Street (between 6 <sup>th</sup> & 7 <sup>th</sup> St)	212-485-2400
Kimpton Hotel Eventi	851 Avenue of the Americas (6 <sup>th</sup> Ave & 30 <sup>th</sup> St.)	212-564-4567
Millennium Hilton	1 United Nations Plaza	212-758-1234

New York One UN Plaza (nearest to the meeting venue)	(on 44 <sup>th</sup> Street/1 <sup>st</sup> Ave.)	
Moderne Hotel	243 West 55 <sup>th</sup> Street	212-397-6767
New York Marriott East Side	525 Lexington Avenue	212-755-4000
The Marcel at Gramercy	201 East 24 <sup>th</sup> Street	212-696-3800
Paramount Hotel	235 West 46 <sup>th</sup> Street	212-764-5500
Park Lane Hotel	36 Central Park South	212-371-4000
Pod 51 Hotel	230 East 51 <sup>st</sup> Street	212-355-0300
The Lexington Hotel (Radisson)	511 Lexington Avenue (at 48 <sup>th</sup> St.)	212-755-4400
Renaissance Hotel 57	130 East 57 <sup>th</sup> Street	212-753-8841
Residence Inn Marriott	148 East 48 <sup>th</sup> Street	212-980-1003
Roger Smith	501 Lexington Avenue	212-755-1400
Roosevelt Hotel	45 East 45 <sup>th</sup> St./Madison	212-661-9600
Stewart Hotel	371 7 <sup>th</sup> Avenue/31 <sup>st</sup> St.	212-563-1800
The Surrey Hotel	20 East 76 <sup>th</sup> Street	212-288-3700
The Westin NY Grand Central	212 East 42 <sup>nd</sup> Street	212-490-8900
Warwick New York Hotel	65 West 54 <sup>th</sup> Street	212-247-2700
Wyndham Midtown 45	205 East 45 <sup>th</sup> Street	212-867-5100

The foregoing is the current list of hotels and apartment houses in the vicinity of the UN Headquarters. The UN has negotiated special preferential room rates in some of these hotels, which can be confirmed prior to booking. If available, these rates are applicable for all travelers of the UN system. Upon check-in, person should identify himself/herself as a representative of the UN or related Organization by showing an UN ID card, UN Laissez-Passer or a letter of invitation on UN letter head stationery. Reservations should be made directly with the hotel and must be booked with credit card. Please check with the hotel for their cancellation policy.