



**TWENTY-SECOND SESSION OF THE
COMMITTEE OF EXPERTS ON PUBLIC ADMINISTRATION
United Nations, New York
27 –31 March 2023**

INFORMATION CIRCULAR

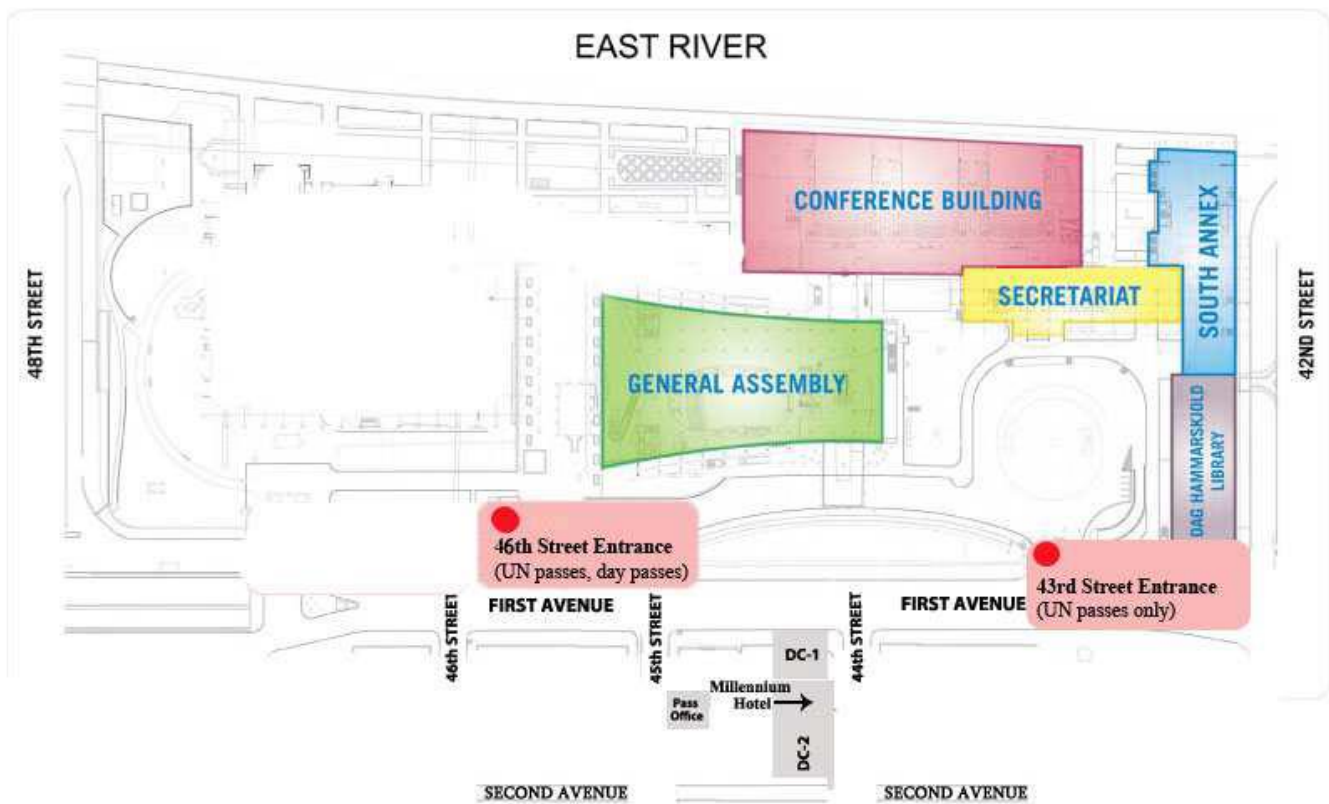
Place and time of meeting

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 4** of the Conference Building **from 27 to 31 March 2023**.

Identification Passes

Except for individuals from the diplomatic community, United Nations identification passes will be distributed at the 46th Street Visitors' Entrance on **(46th Street and 1st Avenue)**, from 9:00 to 10:00 a.m. on Monday, 27 March 2023. Please approach our staff bearing "CEPA Observers" signs for assistance. In case of inclement weather, the passes will be distributed at 2 United Nations Plaza on 44th 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 22nd session of CEPA will be conducted in Arabic, Chinese, English, French, Russian 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 only be available electronically at:

<https://publicadministration.un.org/en/CEPA>

You are 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

The United Nations does not support the visa application process. If necessary, participants are responsible for obtaining 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/visas/en/visit/visitor.html>.

Participants invited to Conferences or meetings at UN Headquarters and **not** travelling to represent a Member State of the United Nations at the meeting may consider applying for a C-2 visa class rather than a visitor or “B” visa. Eligible C-2 visa applicants do not pay visa fees, receive expedited reviews of their application and may have an in-person interview waived. To be eligible for a C-2 visa, in addition to their applications, individuals must submit a letter of invitation from the United Nations.

A C-2 visa permits the holder to proceed directly to the UN Headquarters district and its immediate vicinity, defined as the area lying within a 25-mile radius of Columbus Circle in New York City, NY. This visa type will not be appropriate in case participant intends to travel elsewhere in the United States before or after the Committee session.

Medical insurance/Travel

The United Nations does not cover travel, accommodation or medical insurance costs and does not make travel arrangements. Participants are responsible for all arrangements for their travel, visa and accommodation, for ensuring that they are medically cleared for travel and for securing, at their own expense, the necessary insurance coverage including travel, health, life insurance 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

Please find below a list of hotels close to the United Nations, which sometimes offer discount rates to UN officials or 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 is not included in their rates.

Reservations should be made directly with the hotels and must be booked with a credit card. Please check with the hotels for their current rate and cancellation policy.

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AMERICAN EXPRESS/UNITED NATIONS
NEW YORK CITY HOTELS

Hotel Name	Address	Telephone
Affinia 50	155 East 50 th Street	212-751-5710
Affinia Shelburne	303 Lexington Avenue	212-689-5200
Ameritania at Times Square	230 West 54 th Street	212-247-5000
Amsterdam Court	226 West 50 th Street	212-459-1000
Beekman Tower	3 Mitchell Place (48 th Street & 1 st Ave.)	646-921-6001
Courtyard by Marriott New York Manhattan/Midtown East	866 Third Avenue	212-553-3000
The Benjamin	125 East 50 th Street	212-715-2500
The Bentley	500 East 62 nd Street	212-644-6000
Dream Midtown	210 West 55 th Street	212-247-2000
Dylan Hotel	52 East 41 st Street	212-338-0500
Even Hotel Midtown East	221 East 44 th Street	212-239-0002
Fitzpatrick Grand Central	141 East 44 th Street (between 56 th & 57 th St)	212-351-6800
Fitzpatrick Manhattan	687 Lexington Avenue	212-355-0100
Grand Hyatt New York	109 East 42 nd Street (42 nd Street/Park Avenue)	212-883-1234
Hampton Inn Manhattan Grand Central	231 East 43 rd Street	212-897-3385
Westgate New York City	304 East 42 nd Street	212-986-8800
Kimpton Muse Hotel	130 West 46 th Street (between 6 th & 7 th St)	212-485-2400
Kimpton Hotel Eventi	851 Avenue of the Americas (6 th Ave & 30 th St.)	212-564-4567
Millennium Hilton New York One UN Plaza (nearest to the meeting venue)	1 United Nations Plaza (on 44 th Street/1 st Ave.)	212-758-1234
Moderne Hotel	243 West 55 th Street	212-397-6767

The Marcel at Gramercy	201 East 24 th Street	212-696-3800
Paramount Hotel	235 West 46 th Street	212-764-5500
Park Lane Hotel	36 Central Park South	212-371-4000
Pod 51 Hotel	230 East 51 st Street	212-355-0300
The Lexington Hotel	511 Lexington Avenue (at 48 th St.)	212-755-4400
Hotel 57	130 East 57 th Street	212-753-8841
Residence Inn by Marriott Manhattan/Midtown East	148 East 48 th Street	212-980-1003
Roger Smith	501 Lexington Avenue	212-755-1400
Stewart Hotel	371 7 th Avenue/31 st St.	212-563-1800
The Surrey Hotel	20 East 76 th Street	212-288-3700
The Westin NY Grand Central	212 East 42 nd Street	212-490-8900
Warwick New York Hotel	65 West 54 th Street	212-247-2700
Wyndham Midtown 45	205 East 45 th 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, a 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 a credit card. Please check with the hotel for their cancellation policy.