



**TWENTY-THIRD SESSION OF THE  
COMMITTEE OF EXPERTS ON PUBLIC ADMINISTRATION  
United Nations, New York  
15 - 19 April 2024**

**INFORMATION CIRCULAR**

**Place and time of meeting**

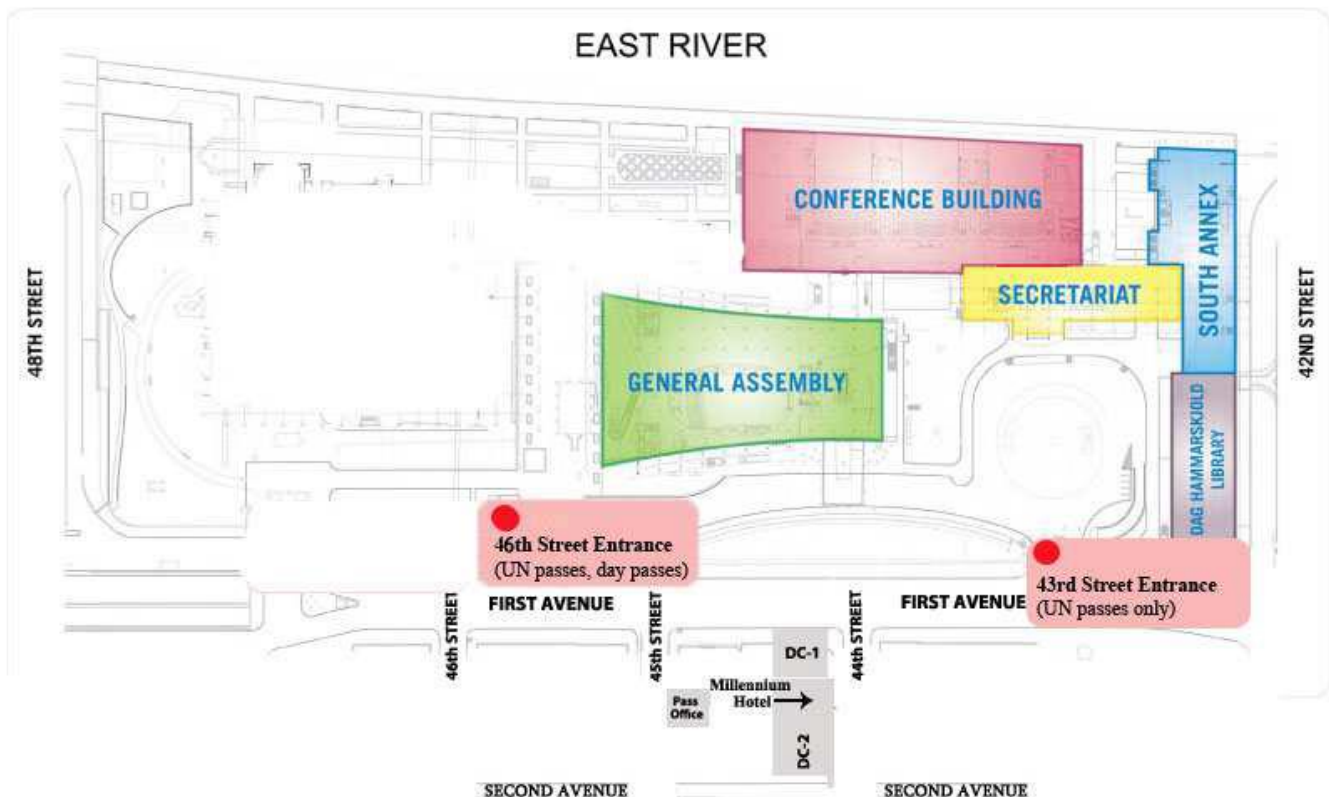
The meeting will be held at the United Nations Headquarters, New York, NY. It will commence daily at 10:00 a.m. and take place in **conference room 1** of the Conference Building **from 15 to 19 April 2024**.

**Identification Passes**

Except for individuals from the diplomatic community (government officials), 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, 15 April 2024. Please approach our staff bearing "CEPA Observers" signs for assistance. In case of inclement weather, the passes will be distributed at 1 United Nations Plaza on 1<sup>st</sup> Avenue and 44th Street.

Please ensure to bring a government issued identification document.

**Map of the United Nations Vicinity**



## **Working languages of the meeting**

The 23<sup>rd</sup> session of CEPA will be conducted in Arabic, Chinese, English, French, Russian and Spanish and all official documentation will also be in the six UN official languages.

## **Documentation**

In an effort to “go green”, all CEPA documentation will only be available electronically at the [UN CEPA website](#).

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 must obtain a visa through the United States Consulate or Embassy in their country. Please note that UN invitees to conferences or meetings at UN Headquarters could apply for a diplomatic transit (C-2) visa at no cost, among other options. Travel on a C-2 visa would be limited to the immediate New York City vicinity. Information on United States visa requirements and procedures can be found at <https://travel.state.gov/content/travel/en/us-visas/other-visa-categories/transit.html>.

## **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 and 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.

## **Security**

Within United Nations premises, all persons are required to comply with safety and security regulations, as well as the rules and procedures of the organization. Any act that disrupts the normal functioning of the organization’s programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as vocal/audio sounds, gatherings, or demonstrations of any kind, including passive, is not allowed. All individuals present on the United Nations premises are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with Section 10 of the United Nations Headquarters Agreement and ST/AI/2019/5, entitled “Authority of United Nations Security Officers”.

## **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.

## **UN Secretariat**

Mr. Juwang Zhu  
Director  
Division for Public Institutions and Digital Government (DPIDG)  
Department of Economic and Social Affairs (DESA)  
Two UN Plaza, Room DC2-1714  
New York, NY 10017  
United States

Mr. Patrick Spearing  
Secretary  
CEPA Secretariat  
DPIDG/DESA  
Two UN Plaza, Room DC2-1726  
New York, NY 10017  
United States  
Telephone: +1 212 963-3352  
E-mail: [spearing@un.org](mailto:spearing@un.org)

Ms. Julie Powell  
Governance and Public Administration Officer  
DPIDG/DESA  
Two UN Plaza, Room DC2-1722  
New York, NY 10017  
United States  
Telephone: +1 917-367-2036  
E-mail: [powellj1@un.org](mailto:powellj1@un.org)

Ms. Adriana Ribeiro  
Programme Management Assistant (For administrative/logistical matters)  
CEPA Secretariat  
DPIDG/DESA  
Two UN Plaza, Room DC2-1729  
New York, NY 10017  
United States  
Telephone: +1 212 963-2764  
E-mail: [ribeiroa@un.org](mailto:ribeiroa@un.org)

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

<b>Hotel Name</b>	<b>Address</b>	<b>Telephone</b>
The Fifty Sonesta	155 East 50 <sup>th</sup> Street	212-751-5710
The Shelburne Sonesta	303 Lexington Avenue	212-689-5200
Ameritania at Times Square	230 West 54 <sup>th</sup> Street	212-247-5000
Square Hotel at Times Square	226 West 50 <sup>th</sup> Street	212-265-7400
Beekman Tower	3 Mitchell Place (48 <sup>th</sup> Street & 1 <sup>st</sup> Ave.)	646-921-6001
Courtyard by Marriott (Midtown East)	866 Third Avenue	212-644-1300
The Benjamin Royal Sonesta	125 East 50 <sup>th</sup> Street	212-715-2500
Dream Midtown	210 West 55 <sup>th</sup> Street	212-247-2000
Dylan Hotel	52 East 41 <sup>st</sup> Street	212-338-0500
Even Hotel Midtown East	221 East 44 <sup>th</sup> Street	212-239-0002
Fitzpatrick Grand Central	141 East 44 <sup>th</sup> Street	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
The Muse New York	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 New York One UN Plaza (nearest to the meeting venue)	1 United Nations Plaza (on 44 <sup>th</sup> Street/1 <sup>st</sup> Ave.)	212-758-1234
Moderne Hotel	243 West 55 <sup>th</sup> Street	212-397-6767
The Marcel at Gramercy	201 East 24 <sup>th</sup> Street	212-696-3800

Paramount Hotel Times Square	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	511 Lexington Avenue (at 48 <sup>th</sup> St.)	212-755-4400
Hotel 57 by LuxUrban	130 East 57 <sup>th</sup> Street	212-753-8841
Residence Inn by Marriott Manhattan/Midtown East	148 East 48 <sup>th</sup> Street	212-980-1003
Roger Smith Hotel New York	501 Lexington Avenue	212-755-1400
Stewart Hotel	371 7 <sup>th</sup> Avenue/31 <sup>st</sup> St.	212-563-1800
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
Club 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.

December 2023