



**TWELFTH MEETING OF THE
COMMITTEE OF EXPERTS ON PUBLIC ADMINISTRATION
United Nations, New York
15 - 19 April 2013**

INFORMATION CIRCULAR

About CEPA

The United Nations Committee of Experts on Public Administration, established by the Economic and Social Council (ECOSOC) in its resolution 2001/45, is comprised of 24 members who meet annually at UN Headquarters in New York. The Committee is responsible for supporting the work of ECOSOC concerning the promotion and development of public administration and governance among Member States, in connection with the UN Millennium Development Goals.

Place and Time of Meeting

The meeting will be held at the United Nations Headquarters (Entrance 46th Street and 1st Avenue), New York, New York 10017. It will commence daily at 10:00 AM and will take place in ECOSOC Chamber in the North Lawn Building.

Identification Passes

United Nations identification passes will be distributed at the Visitor's Entrance Lobby, from 9:00 AM to 10:00 AM on Monday, 15 April 2013.

Visa

If necessary, participants must obtain a visa through the United States Consulate or Embassy in their country.

Hotel

Attached please find 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 of 13 ¼% is not included in these rates.

Reservations should be made directly with the hotel and must be booked with credit card. Please check with the hotel for their cancellation policy.

Documentation

In an effort to "go green", all CEPA documentation will be available electronically at:
<http://www.unpan.org/cepa/>. RSVP by using the same link.

You are strongly encouraged to bring your laptops, tablets or other mobile devices with you to the meeting session.

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AMERICAN EXPRESS/UNITED NATIONS
NEW YORK CITY HOTEL LIST FOR

Hotel Name	Address	Telephone	Season 1 (Jan-Apr)
Affinia 50	155 East 50 th Street	212-751-5710	
Affinia Dumont	150 West 34 th Street	212-481-7600	
The Alex	205 East 45 th Street	212-867-5100	
Ambassador	140 East 63 rd Street	212-838-5700	
Ameritania	230 West 54 th Street	212-247-5000	
Amsterdam Court	226 West 50 th Street	212-459-1000	
Beekman Hotel	3 Mitchell Place 48 th Street & 1 st Ave.	212-355-7300	
Benjamin	125 East 50 th Street	212-753-2700	
Bentley	500 East 62 nd Street	212-644-6000	\$189 - \$219
Crowne Plaza	304 East 42 nd Street	212-986-8800	
Double Tree Metropolitan	569 Lexington Avenue & 53rd Street	212-752-7000	
Dream Hotel	210 West 55 th Street	212-247-2000	
Dylan Hotel	52 East 44 th Street	212-338-0500	
Eastgate Tower	222 East 39 th Street	212-687-8000	
Envoy Club	377 East 33 rd Street	212-481-4600	
Fitzpatrick Grand Central	141 East 44 th Street	212-784-2520	
Grand Hyatt New York	42 nd Street/Park Avenue	212-883-1234	
Helmsley Middle Town	148 East 48 th Street	212-755-3000	
Helmsley New York	212 East 42 nd Street	212-490-8900	
Helmsley Park Lane	36 Central Park South	212-521-6239	
Hilton Manhattan (Tudor)	304 East 42 nd Street	212-986-6800	\$259 - \$279

Marcel	201 East 24 th Street	212-696-3800	
Marriott Courtyard	866 Third Avenue	212-644-1300	\$216 - \$241
Marriott East Side	525 Lexington Avenue	800-242-8684	\$216 - \$241
Melrose	140 East 63 rd Street	212-838-5700	
Millennium UN Plaza / One UN New York	1 UN Plaza, 44 th Street	212-758-1234	\$264 - \$289
Moderne	243 West 55 th Street	212-397-6767	
Paramount Hotel	235 West 46 th Street	212-764-5500	
Pod (Pickwick Arms)	230 East 51 st Street	212-355-0300	\$199 - \$229
Radisson Lexington	511 Lexington Avenue	212-755-4400	
Renaissance (Hotel 57)	130 East 57 th Street	212-753-8841	\$216 - \$241
Roger Smith	501 Lexington Avenue	212-755-1400	
Roosevelt Hotel	45 East 45 th St./Madison	212-661-9600	\$179 - \$209
Shelburne Murray Hill	303 Lexington Avenue	212-689-5200	
Southgate Tower Hotel	371 7 th Avenue	212-563-1800	
Surrey Hotel	20 East 76 th Street	212-288-3700	
Tudor	304 East 42 nd Street	212-986-8800	
Warwick	65 West 54 th Street	212-247-2700	
70 Park Avenue- Kempton Hotel	70 Park Avenue	212-973-2400	

Above please find 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.

January 2013