



**FOURTEENTH SESSION OF THE
COMMITTEE OF EXPERTS ON PUBLIC ADMINISTRATION
United Nations, New York
20 – 24 April 2015**

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 Development Goals and Agenda.

Place and Time of Meeting

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

Identification Passes

Except for individuals from the diplomatic community, United Nations identification passes will be distributed at the Visitor's Entrance Lobby, from 8:30 AM to 10:00 AM on **Monday, 20 April 2015**.

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://papersmart.unmeetings.org/en/ecosoc/cepa/fourteenth-session/programme/> and <http://www.unpan.org/cepa> .

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

UN Secretariat

Mr. Juwang Zhu
Director
Division for Public Administration and Development Management (DPADM)
Department of Economic and Social Affairs (DESA), Two UN Plaza, Room DC2-1714
New York, NY 10017
United States
Telephone: +1 212 963-2764
Facsimile: +1 212 963-9681
E-mail: zhu@un.org

Mr. Patrick Spearing
Secretary of CEPA
DPADM/DESA
Two UN Plaza, Room DC2-1760
New York, NY 10017
United States
Telephone: +1 212 963-3352
Facsimile: +1 212 963-9681
E-mail: spearing@un.org

Ms. Valentina Resta
Alternate secretary
DPADM/DESA
Two UN Plaza, Room DC2-1706
New York, NY 10017
United States
Telephone: +1 212 963-8423
Facsimile: +1 212 963-9681
E-mail: restav@un.org

Ms. Adriana Ribeiro
Information Management Assistant (For administrative/logistical matters)
DPADM/DESA
Two UN Plaza, Room DC2-1717A
New York, NY 10017
United States
Telephone: +1 212 963-2764
Facsimile: +1-212 963-9681
E-mail: ribeiroa@un.org

AMERICAN EXPRESS/UNITED NATIONS
NEW YORK CITY HOTELS

Hotel Name	Address	Telephone
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
Crowne Plaza	304 East 42 nd Street	212-986-8800
Double Tree Metropolitan	569 Lexington Avenue	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 Park Lane	36 Central Park South	212-521-6239
Hilton Manhattan (Tudor)	304 East 42 nd Street	212-986-6800
Marcel	201 East 24 th Street	212-696-3800
Marriott Courtyard	866 Third Avenue	212-644-1300

Marriott East Side	525 Lexington Avenue	800-242-8684
Melrose	140 East 63 rd Street	212-838-5700
Millennium UN Plaza <i>(nearest to the meeting venue)</i>	1 UN Plaza, 44 th Street	212-758-1234
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
Radisson Lexington	511 Lexington Avenue	212-755-4400
Renaissance (Hotel 57)	130 East 57 th Street	212-753-8841
Roger Smith	501 Lexington Avenue	212-755-1400
Roosevelt Hotel	45 East 45 th St./Madison	212-661-9600
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
The Alex	205 East 45 th Street	212-867-5100
The Westin NY Grand Central	212 East 42 nd Street	212-490-8900
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

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.

February 2015