

**THIRD MEETING OF THE  
COMMITTEE OF EXPERTS ON PUBLIC ADMINISTRATION  
United Nations, New York  
29 March – 2 April 2004**

**INFORMATION CIRCULAR**

**Place and Time of Meeting**

The Meeting will take place at the United Nations Headquarters (**Entrance: 46<sup>th</sup> Street & 1<sup>st</sup> Avenue**), New York, NY 10017. It will commence at 10:00 a.m. in Conference Room in the first basement of the Secretariat building.

**Identification passes**

United Nations identification passes will be distributed at the Visitor's Entrance Lobby, from 9:00 to 10:00 am.

**Visa**

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

**Travel**

The United Nations will provide you with an airticket for travel to New York and return by the most direct and economical route. You will be contacted by the official United Nations travel agent, American Express Travel, which will issue your ticket in accordance with United Nations procedures. Business class travel will be provided to participants whose journey exceeds nine hours one way. Otherwise, economy class will be given. The authorized date of **arrival** in New York will be **28 March 2004**, i.e. the day preceding the meeting, and **departure** from New York will be immediately following the close of the meeting, i.e. **3 April 2004**. Any increase in the ticket cost, resulting from a change in travel itinerary or travel dates, must be borne by the participant.

**Entitlements**

You will be entitled to receive Daily Subsistence Allowance (DSA) at the prevailing United Nations rate, currently \$275 per day for New York, for 28 March to 2 April 2004, plus one additional day's DSA in lieu of terminal expenses to cover costs such as airport transfers, visa fees, stopovers and other travel-related expenses. You will receive the DSA payment on the 2<sup>nd</sup> or 3<sup>rd</sup> day of your attendance. On the first day of the meeting please bring your airline ticket(s) and boarding passes. **Your airline ticket and boarding passes must be submitted in order to receive your entitlements.**

**Hotel**

Attached please find a list of hotels, close to the United Nations, which 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 13-1/4% is not included in these rates.

Accommodations may be arranged directly by participants **through the American Express Travel (AET) Office** at the United Nations. **A credit card number must be provided in order to make a reservation.** The contact numbers of the AET office are: telephone (212) 963-6280 and fax (212) 593-1021.

Catherine Peluso, Executive Officer, DESA  
December 2003

### **United Nations organizers**

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### **Administrative/Financial Matters**

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**AMERICAN EXPRESS/UNITED NATIONS LIST OF NEW YORK HOTELS**

<b>Hotel Name</b>	<b>Hotel Address</b>	<b>Phone Number</b>	<b>Single Room</b>	<b><u>Double Room</u></b>	<b><u>Suite/ Notes</u></b>
ALGONQUIN	59 West 44 <sup>th</sup> Street	(212) 840-6800	\$269.00	\$269.00	
AMBASSADOR	140 East 63 <sup>rd</sup> Street	(212) 838-5700	\$185.00	\$185.00	
BEEKMAN	3 Mitchell Place 48th Street and 1st Ave.	(212) 355-7300	\$284.00	\$284.00	\$314.00
BEDFORD	118 East 40th Street New York, NY 10016	(212) 697-8100	\$199.00	\$199.00	\$250.00
BENJAMIN	125 E. 50 <sup>th</sup> Street	(212) 753-2700	\$300.00	\$325.00	\$415.00
BENTLEY	500 East 62 <sup>ND</sup> St.	212) 644-6000	\$159.00	\$159.00	January to 3 Sept. '03
UN CROWNE PLAZA	304 East 42nd Street New York, NY 10017	(212) 986-8800	\$159.00 \$199.00	\$189.00 \$239.00	Jan. – 1 Sept 2 Sept – Dec
ENVOY CLUB	377 E. 33 <sup>rd</sup> Street	(212) 481-4600	\$205.00	\$250.00	Studio/ 1 Bedroom
FITZPATRICK	141 East 44 <sup>th</sup> Street	(212) 351-6872	\$199.00	\$198.00	
MIDDLETOWNE <b><u>HELMSLEY</u></b>	148 E. 48th Street (between Lexington & 3rd Ave.)	(212) 755-3000	\$210.00	\$210.00	
NEW YORK <b>HELMSLEY</b>	212 East 42nd Street New York, NY 10017	(212) 490-8900	\$175.00	\$175.00	
RADISSON- LEXINGTON	511 Lexington Ave. (48th St. on Lexington) New York, NY 10022	(212) 755-4400	\$209.00	\$209.00	
LOWES	569 Lexington Avenue	(212) 752-7000	\$199.00	\$199.00	
PICKWICK ARMS	230 East 51st Street New York, NY 10022	(212) 355-0300	\$109.00	\$129.00	
UN MILLENIUM PLAZA HOTEL	One UN Plaza 44th St. (between 1 <sup>st</sup> & 2 <sup>nd</sup> Avenues)	(212) 758-1234	\$169.00	\$219.00	Rates seasonal
ROGER SMITH (breakfast included)	501 Lexington Ave. New York, NY 10022	(212) 755-1400	\$189.00	\$189.00	

**NOTE: HOTEL PRICES ARE SUBJECT TO CHANGE**