

**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: 46th Street & 1st Avenue**), New York, NY 10017. It will commence at 10:00 a.m. The conference room number will be provided at a later date.

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 – 2 April 2004, plus terminal expenses of \$160 to cover airport transfers. You will receive the DSA payment on the 2nd or 3rd 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
9 December 2003

United Nations organizers

Mr. Guido Bertucci
Director
Division for Public Economics and Public Administration (DPEPA)
Department of Economic and Social Affairs (DESA)
Two UN Plaza, Room DC2-1714
New York, N.Y. 10017
Telephone No. (212) 963-5761
Facsimile No. (212) 963-9681
E-mail: bertucci@un.org

Ms. Haiyan Qian
Secretary of CEPA and
Chief, Information and Networking Unit
DPEPA/DESA
Two UN Plaza, Room DC2-1710
New York, N.Y. 10017
Telephone No. (212) 963-3393
Facsimile No. (212) 963-9681
E-mail: qianh@un.org

Administrative/Financial Matters

Ms. Veda Gittens
Technical Cooperation Assistant
DPEPA/DESA
Two UN Plaza, Room DC2-1723C
Telephone: (212) 963-3328
Facsimile: (212) 963-9681
E-mail: gittensv@un.org

AMERICAN EXPRESS/UNITED NATIONS LIST OF NEW YORK HOTELS

Hotel Name	Hotel Address	Phone Number	Single Room	<u>Double Room</u>	<u>Suite/ Notes</u>
ALGONQUIN	59 West 44 th Street	(212) 840-6800	\$269.00	\$269.00	
AMBASSADOR	140 East 63 rd 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 th Street	(212) 753-2700	\$300.00	\$325.00	\$415.00
BENTLEY	500 East 62 ND 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 rd Street	(212) 481-4600	\$205.00	\$250.00	Studio/ 1 Bedroom
FITZPATRICK	141 East 44 th Street	(212) 351-6872	\$199.00	\$198.00	
MIDDLETOWNE <u>HELMSLEY</u>	148 E. 48th Street (between Lexington & 3rd Ave.)	(212) 755-3000	\$210.00	\$210.00	
NEW YORK HELMSLEY	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 st & 2 nd 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