



**Global
Partnership**
for Effective Development
Co-operation

LOGISTICAL NOTE

16th STEERING COMMITTEE MEETING

Friday, 30 November 2018

New York, United States

Venue: *United Nations Headquarters, Conference Building, 4th floor, PDRs 1-3*

Contact:

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1. Venue and registration

The 16th Steering Committee Meeting will be held on **Friday, 30 November in New York, New York**. The meeting will be held in the margins of the 2018 Global South-South Development Expo (28-30 November 2018) in Private Dining Rooms 1-3 on the 4th floor of the Conference Building (besides the Delegate's Dining Room), in the UN Headquarters.

In terms of arriving at the meeting venue:

- A member of the Joint Support Team will be waiting outside the UN Headquarters compound near the **entrance at East 46th Street, on 1st Avenue from 8:30 to 9:30 am**, with paper passes for the meeting.
- All participants are required to bring with them a **government-issued ID**, in order to collect their pass.
- This will permit entry through the (airport-style) security entrance, and then into the General Assembly Building.
- Participants should make their way through the General Assembly Building, turning left into the Conference Building (and proceeding through another security barrier).
- The bank of elevators immediately after this second security barrier will take you to the 4th floor of the Conference Building, and to sign-posting indicating the Meeting venue.
- There is also a circular help/info desk at the entrance to the General Assembly Building where personnel can help guide you.

Please register your participation in the Steering Committee Meeting **by Friday, 2 November 2018** via the registration form available at: <http://bit.ly/SCM16-registration>. This is especially important for participants eligible for funding in order to facilitate the travel process.

2. Requirements to enter the United States

It is required for many overseas visitors to obtain a visa for entry into the United States. **Participants are responsible for their own visa arrangements, including any necessary transit visas.** We recommend that participants contact the nearest United States Embassy or Consulate, in the country of departure (<http://www.usembassy.gov/>), **as soon as possible** to determine whether a visa is required.

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IMPORTANT: Please also check whether you need a **transit visa** for countries in which you may have to transfer during your trip to and from New York.

Participants will receive a personalised letter of invitation. Other than provision of this letter, the Joint Support Team will not be able to support visa application procedures. For any questions on this, please contact Ms Sophia Rufe Wang at rufe.wang@undp.org.

To find out whether your country may fall under the Visa Waiver Programme please refer to: <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visa-waiver-program.html>. Those eligible to travel under the Visa Waver Programme will need Electronic Travel Authorization (ESTA) prior to departure. More information can be found on the following webpage: <https://www.cbp.gov/travel/international-visitors/esta>.

We also encourage you to review recent aviation security enhancements for commercial flights to the United States, which may apply to participants traveling through, or with layovers in, the following 10 identified airports: <https://www.dhs.gov/news/2017/03/21/fact-sheet-aviation-security-enhancements-select-last-point-departure-airports>.

3. Accommodation

All participants are responsible for securing their own hotel reservations. **We strongly advise to make your arrangements for accommodation as soon as possible, given that the meeting takes place in the margins of several other international fora.**

Please see below a sample of hotel options in the 'Turtle Bay'/UN-HQ area, for your consideration:

Hotel	Address	Telephone/Contact
The Millenium Hilton	One UN Plaza (E. 44 th St., by 1 st Ave.)	+1 212 758 1234
The Westin Grand Central	212 E. 42 nd St.	+1 212 490 8900
Pod 51	230 E. 51 st St.	+1 844 763 7666
The Grand Hyatt New York	109 E. 42 nd St.	+1 212 883 1234

4. Airport transfer

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Participants are asked to make their own arrangements for airport transfer to / from their hotel of choice. Information for participants eligible for funding on provision of per diem to accommodate airport transfer can be found in section 8.

Taxis are readily available at all major New York area airports. Additionally, the AirTrain at JFK Airport connects to the A and E lines of the New York city subway, while a New Jersey Transit train service connects Newark Airport to Pennsylvania Station in Manhattan, New York. For more information about New York public transportation please visit the [Metropolitan Transportation Authority website](#).

5. Transportation

Information on how to get to the venue from UN-HQ will be provided shortly, when the venue is confirmed.

For more information about New York public transportation please visit the [Metropolitan Transportation Authority website](#).

6. Meeting room arrangements

As per usual practice, we ask Steering Committee members to limit their participation to **no more than two delegates (1+1)**.

We anticipate that Wi-Fi access will be available in the meeting room, and tea/coffee and lunch will be provided during the meeting.

Please note that there will be **no interpretation** available during the meeting.

7. Specific food requirements

If participants have special dietary requirements or allergies, please advise the Joint Support Team at: info@effectivecooperation.org.

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8. Funded participants

Funding is available for **one participant** from eligible Steering Committee delegations. Eligibility for funding is noted in participants' personal Steering Committee invitations. Please contact Ms Sophia Rufe Wang at rufei.wang@undp.org if any questions.

Delegations eligible for funding should register for the meeting as directed in Section 1 no later than **2 November 2018**. Upon registration, UNDP will contact the delegation to verify funded status and will then contact individual funded participants to facilitate travel arrangements. All funded participants' travel arrangements will be made by UNDP.

Please note that UNDP cannot reimburse participants for flights booked directly by the participant, in any circumstance.

All funded participants will receive a daily allowance to cover hotel accommodations, meals and incidentals. This amount is calculated via the International Civil Service Commission per diem rate, and is in line with UNDP travel regulations. The allowance will also include a small sum to cover terminal expenses. The allowance will be provided by the local UNDP country office. A representative will be in touch regarding travel facilitation and disbursement of the allowance only after registration for the meeting.

Participants are responsible for securing their own visa arrangements (including transit visa/s).

Personal deviations from the UNDP approved route, mode of transportation or standard of accommodation must be **approved and booked by UNDP prior to the trip** and the **costs of any deviations shall be born by the participant**. If a participant plans to attend any other meeting back-to-back with the Steering Committee meeting, the non-Steering Committee meeting segments of the trip must be booked by UNDP at the same time as the Steering Committee meeting segment.

In line with UNDP travel policy, all funded participants who travel by air will receive economy class air tickets via the most direct and economical route. Flights will be scheduled to arrive the day prior to the official meeting, on 29 November, and to depart on 30 November after 10pm, or the following day if no flights are available.

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Participants are **required to keep all boarding passes** for submission after the event. Boarding passes should be submitted to the UNDP country office representative along with an F-10 form after the close of the meeting.

9. Additional information

❖ **Weather**

In November, New York experiences moderate rainfall, with temperatures on average ranging from 42°-54° Fahrenheit. It is recommended to bring a medium-weight jacket/coat for cooler days during the month.

❖ **Voltage**

The standard voltage in the United States is 120V and 60Hz AC electricity.

❖ **Local time**

The time zone in New York is (GMT/UTC -5).

❖ **Telecommunications**

The telephone country code is +1.

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