



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

DRAFT LOGISTICAL NOTE

Global Partnership for Effective Development Co-operation

SENIOR-LEVEL MEETING (SLM)

13-14 July 2019

New York, United States

Venue: United Nations Headquarters [Room TBD]

Contact:

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1. Registration

The Global Partnership's Senior-Level Meeting (SLM) will be held on **13 - 14 July in New York, United States, at the United Nations Headquarters** (46th Street and 1st Avenue entrance). Please register your participation to the Senior-Level Meeting by **24 June 2019** via the registration form available at <http://bit.ly/SLMForm2019> using the password: **SLM2019NYC**.

Funded Participants

Please note that the deadline for registration for funded participants is **12 June 2019** to allow time for making travel arrangements. All **eligible participants** have already been notified and informed of the additional steps required to apply for funding.

2. Tickets

The SLM will be held over the weekend. To enter the UN premises during the weekend, all participants will need a paper **special events ticket**. All registered participants can pick up their special events tickets from **One United Nations Plaza** lobby (46th Street and 1st Avenue entrance) on the following days. More details on the exact timing for pick up will be made available at a later date.

- Wednesday, 10 July
- Thursday, 11 July
- Friday, 12 July
- Saturday, 13 July

If you would like to designate an individual to collect tickets on your behalf, please let us know the name of the person who will be picking these up by **Monday, 8 July**.

Please note that these tickets will be valid for the entire duration of the SLM i.e. Saturday *and* Sunday. Tickets are only valid with a **government-issued ID**. Due to security reasons, please note that tickets will only be issued once, so it is very important that you **do not lose or forget your ticket**.

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3. Venue

The Senior-Level Meeting will be held in the UN Headquarters. All participants must enter with their **special events ticket and a government-issued ID** from the **46th street and 1st Avenue entrance**. Please arrive as early as possible to ensure time for security checking and to avoid queues.

Once participants have passed security, participants must enter the UN Conference Building and walk straight through the corridor, take a left at the end of the corridor and arrive at additional security gates. Using their special events ticket, participants must enter the second security gates and use the elevators to go up to the **third floor**. Once arrived, please turn left.

Signage and directional pull-ups will be posted to ensure that all participants find the appropriate rooms.

4. Requirements to enter 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 (<https://www.usembassy.gov/>), as soon as possible to determine whether a visa is required.

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.

If participants need a personalized letter of invitation and have not yet received this, please e-mail Ms Yumna Rathore at yumna.rathore@undp.org or Ms Susan Rantalainen at susan.rantalainen@oecd.org. Other than the provision of this letter, the Joint Support Team will not be able to support visa application procedures.

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 Waiver 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>

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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>.

5. Flights

Nonfunded participants are requested to make their own flight arrangements, keeping in mind the [Senior-Level Meeting Programme](#), i.e. with a start time of 9:30AM on Saturday, 13 July and end time of 1PM on Sunday, 14 July.

Flights for Funded Participants

Once registered on the main SLM registration portal as well as following all additional instructions for applying for funding (**no later than 12 June** - see [section 1](#)), you will receive a confirmation message if you have secured a funding spot. Funding is limited and based on first come, first served. A travel agent will be in touch regarding preferred flight options. Funded participants who have received a confirmation message should not buy their own tickets as **reimbursement is not an option**. Ultramar travel agency will be contacting you with the official flight itinerary. Should you require alternate flights, you will be responsible for any difference in airfare.

6. Accommodation

All participants, funded and nonfunded, 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 Millennium 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

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CITI Debit Cards for Funded Participants

All confirmed funded participants will receive a pre-loaded debit card when they pick up their special events ticket (see [section 2](#)).

Please note that the debit cards contain the **full amount of your DSA and terminal allowance in USD**, calculated based on UN per diem rates. This is to be used to pay for your meals, accommodations and airport transfers.

- Debit cards will be activated for you as they are handed out. Cards will only be issued once so please **do not lose this card**.
- Upon activation, you will choose a 4-digit pin for your card. Please **do not forget your pin number**.
- The card will be issued as a MasterCard and can be used anywhere MasterCard is accepted and can also be used to make nominal cash withdrawals from an ATM.
- There is a per withdrawal fee of \$5.00, in addition to any fee that may be levied by the ATM machine/provider. Keeping the fee in mind, if you do want to withdraw money, it is best to withdraw cash in larger amounts.
- The card will **only be valid till 31 July, 2019**. Please be sure to use and/or withdraw cash before this date.

7. Airport transfer

All participants are asked to make their own arrangements for airport transfer to / from their hotel of choice.

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](#).

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8. Meeting arrangements

Due to limited venue space, we encourage all to register your participation to the Senior-Level Meeting by **24 June 2019** via the registration form available at <http://bit.ly/SLMForm2019> using the password: **SLM2019NYC**. Once again for funded participants, the deadline is 12 June 2019 to allow time for making travel arrangements.

Simultaneous interpretation (English/French and English/Spanish) will be available.

Wi-Fi access will be available in the meeting rooms.

9. Specific food requirements

There will be light breakfast provided on both days of the Senior-Level Meeting. A lunch and coffee break will also be provided on the first day of the Meeting. A vegetarian option will be available for those with dietary restrictions.

If participants have additional special dietary requirements or allergies, please advise the Joint Support Team at: slm2019@effectivecooperation.org.

10. Additional information

❖ **Weather**

The average temperatures in New York in July are between 21° and 29°C.

❖ **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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