



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

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 [ECOSOC Chamber and Trusteeship Council]

Contact:

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1. Location

The Global Partnership's Senior-Level Meeting (SLM) will be held on **13 - 14 July (Saturday and Sunday) in New York, United States at the United Nations Headquarters** (entrance to the premises at 46th Street and 1st Avenue). The meeting is held in the margins of the 2019 United Nations High-Level Political Forum on Sustainable Development.

2. Registration and Tickets

*For those participants who hold a Delegates or Observers (D or O) United Nations grounds pass, you will **not** need a Special Events ticket as your D and O badge will be valid for use over the weekend. However, these participants should come to the designated pick-up location below to receive a name tag, lanyard and DSA (DSA is applicable **only** to funded participants who have received prior confirmation from the Joint Support Team).*

The SLM will be held over the weekend. To enter the UN premises during the weekend, all participants without a Delegates' (D) or Observer (O) grounds pass will need a paper **Special Events Ticket**. All registered participants can pick up their Special Events Ticket, along with their name tag and lanyard, during the following times:

- **Thursday, 11 July (3:00pm-5:00pm):** United Nations FF Building lobby (304 E. 45th Street, 45th Street between 1st and 2nd Avenue)
- **Friday, 12 July (1:00pm-5:00pm):** United Nations FF Building lobby (304 E. 45th Street, 45th Street between 1st and 2nd Avenue)
- **Saturday, 13 July (7:30am-3:30pm):** United Nations DC-1 Building lobby (1 United Nations Plaza, 1st Avenue between 44th and 45th Street)
- **Sunday, 14 July (8:00am-10:00am):** United Nations DC-1 Building lobby (1 United Nations Plaza, 1st Avenue between 44th and 45th Street)

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**. For 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. Funded Participants

Please note that only those participants previously contacted and approved by the Joint Support Team are eligible to receive funding for their participation.

DSA Collection: Funded participants will receive a pre-loaded debit card containing their DSA when they visit the registration desk (see Section 2 for relevant times and locations). 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 allowance is to be used to pay for your meals, accommodations and airport transfers. Participants can **not** designate someone else to pick this card up on their behalf.

In reference to the pre-loaded debit cards, please note:

- 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. It can also be used to make nominal cash withdrawals from an ATM.
- There is a per-withdrawal fee of \$5.00 USD, 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 until 30 August, 2019**. Please be sure to use and/or withdraw cash before this date.

If you have any issues with your pre-loaded debit card, please visit the registration desk at the times listed in Section 2 for assistance.

Flight Issues: For any issues with your flight scheduling (e.g. missed connections, canceled flights), **please contact Ultramar travel directly at: + 1 855.681.0381**

4. Entering the Venue

The Senior-Level Meeting will be held in the UN Headquarters building (ECOSOC Chamber and Trusteeship Council). All participants must enter from the **46th Street and 1st Avenue entrance**. Participants who do not hold a Delegate (D) or O (Observer) grounds pass must enter with their **Special Events Ticket and a government-issued ID** (see Section 2 of this note for more information on where to pick up your Special Event Ticket).

Doors will open to participants at 8am on Saturday and at 8:30am Sunday. Please arrive early to ensure time to pass through airport-style security and to avoid queues. Please note that due to security restrictions, you may not enter the UN premises with luggage.

Once participants have passed security, they 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 for the conference rooms or fourth floor for breakfast and coffee service**.

Signage and directional pull-ups will be posted to ensure that all participants find the appropriate rooms. Organisers with **blue lanyards** will also be walking around should you have any questions.

5. Meeting Arrangements

Refreshments: Breakfast and coffee will be served from 8:30am-9:30am on Saturday and 9:00am-10:00am on Sunday. Lunch will be served from 12:30-1:30pm on Saturday. All dining will take place in the Delegates' Dining Room on the fourth floor. Vegetarian and gluten free options will be available.

Interpretation: Simultaneous interpretation (English/French; English/Spanish; French/Spanish) will be available throughout the meeting.

Wi-Fi: Wi-Fi access will be available in the meeting rooms (open wifi with no password).

Seating: With the exception of speakers for each session, seating in the conference rooms will be on a first come, first served basis.

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6. 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 yet to receive this, please e-mail Ms Yumna Rathore at yumna.rathore@undp.org or Ms Susan Rantalainen at susan.rantalainen@oecd.org. Other than 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>

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>.

7. 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 1:00PM on Sunday, 14 July.

8. Accommodation

All participants, funded and nonfunded, are responsible for securing their own hotel reservations. Participants are strongly advised to make 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

9. 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](http://www.mta.info).

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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