



## **INFORMATION NOTE**

**Meeting of the Expert Group on National  
Quality Assurance Frameworks**

**29. OCTOBER – 1. NOVEMBER 2018**

**NEW YORK**

# UNITED NATIONS HEADQUARTERS, NEW YORK

These information notes have been compiled to assist you in the preparation for your trip to New York to participate in the **Meeting of the Expert Group on National Quality Assurance Frameworks**.

We would appreciate any comments or suggestions that you have on how to improve these.

## ADMINISTRATIVE ARRANGEMENTS FOR THE MEETINGS

The Meeting of the Expert Group on National Quality Assurance Frameworks will be held from **29 October – 1 November 2018** in New York. **The meeting will start at 09:00 a.m. each day and in general is expected to end at 5:00 p.m. each day.** For details regarding the meeting venue please contact UNSD.

### Identification

Please bring a valid photo ID for entry into the building where the meeting will take place, and other buildings if needed.

### Address and Contact Numbers

Mr. Matthias Reister  
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### **Working Language(s) of the meetings**

The Meeting of the Expert Group on National Quality Assurance Frameworks will be conducted in English and all official documentation will be in English.

## **GENERAL INFORMATION**

### **Immigration Requirements**

Participants should contact relevant United States of America embassies or consulates on visa requirements, and obtain the appropriate entry permit where necessary as early as possible.

The official notification letter is generally sufficient to be used as supporting documentation for visa (entry permit) request. Please contact us, should there be any issues with obtaining visa for the purpose of attending this event.

### **Money**

The majority of ATMs (Automated Teller Machines) networks in New York City are linked to a network that most likely includes your bank at home. Hence, you would be able to make a cash withdrawal if you have a cash card (ATM Card) that offers **Cirrus** (<http://www.mastercard.com/atmlocator/index.jsp>) or **Plus** ([www.visa.com/atm](http://www.visa.com/atm)), the 2 most popular networks. There are fees and daily limits associated with withdrawing money using the above networks. Please check with your bank at home for this information.

Traveller's cheques are another good and safe alternative. Be sure to keep a record of their serial numbers, so you are ensured a refund in case they are lost or stolen. The 3 most popular traveller's cheque providers are **American Express** (American Express branches, [www.americanexpress.com](http://www.americanexpress.com)), **Visa** (Citibank branches), **MasterCard** (Thomas Cook Currency Services).

Credit Cards are a convenient way to pay for transactions. **American Express**, **Visa** and **Master Card** (among others) are accepted virtually everywhere in New York.

### **Hotels**

**Arrangements for hotels need to be made by individual participants (or their Mission) at hotels of their own choice. A list of hotels in the vicinity of the UN is provided below.**

Please note that a credit card is normally required to make a reservation, participants should plan accordingly.

Participants can contact hotels directly and make reservations. If you need assistance you should contact American Express, United Nations New York (Tel. 1-877-418-9652, outside US: Tel. 1-336-291-1394, Fax. 1-917-967-9693 and Email [unsec@aexp.com](mailto:unsec@aexp.com)).

Participants can also contact your country's Mission to the United Nations which may be able to assist you (contact details for missions can be found at <http://www.un.org/en/member-states/index.html>) Participants should make the necessary reservations at least one week prior to the event.

Below is the list of hotels located in the vicinity of the United Nations.

Below are some popular web sites for hotels:

[www.expedia.com](http://www.expedia.com)

[www.hotels.com](http://www.hotels.com)

[www.orbitz.com](http://www.orbitz.com)

### UNITED NATIONS HOTEL LIST \*

<u>Hotel Name</u>	<u>Hotel Address</u>	<u>Telephone#</u>
70 Park Avenue – Kimpton Hill	70 Park Avenue, New York, NY	212-973-2400
Club Quarters Grand Central	128 East 45 <sup>th</sup> St. New York, NY	212-986-6400
Courtyard Central Park Marriott	1717 Broadway, New York, NY	212-324-3774
Dylan Hotel	52 East 44 <sup>th</sup> St. New York, NY	212-338-0500
Hilton Garden Inn Midtown East	206 East, 52 <sup>nd</sup> St. New York, NY	212-794-6000
Hilton Manhattan East	304 East, 42 <sup>nd</sup> St., New York, NY	212-986-8800
One UN New York Hotel	1 United Nations Plaza, New York, NY	212-758-1234
Residence Inn Central Park	1717 Broadway, New York, NY	212-324-3774
Residence Inn Marriott/Midtown East	148 East, 48 <sup>th</sup> St., New York, NY	212-980-1003
Roger Smith	501 Lexington Ave., New York, NY	212-755-1400
The Kimberly hotel	145 East 50 <sup>th</sup> St., 3 <sup>rd</sup> Ave, New York, NY	212-702-1600
The Kitano Hotel	66 Park Ave., New York, NY	212-885-7000
The New York Edition	5 Madison Ave., New York, NY	212-413-4200
The Westin at Grand Central	212 East, 42 <sup>nd</sup> St., New York, NY	212-490-8900
Warwick	65 West, 54 <sup>th</sup> St., New York, NY	212-247-2700

***\*When making hotel booking, please ask for "United Nations special rate"***

**A GUIDE TO FOOD IN THE UNITED NATIONS COMPLEX AND  
NEIGHBOURHOOD**

<b>Snacks / Cafés / Delicatessens</b>	<b>Restaurants</b>
<b>Vienna Café</b> General Assembly – 1 <sup>st</sup> Basement South <b>Hours: M-F: 8:00am-6:00pm</b>	<b>East Japanese Restaurant</b> 210 E 44th St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue (212) 687-5075
<b>United Nations Riverview Café</b> Conference Building – 4 <sup>th</sup> Floor South <b>Hours: M-F: 8:00am-3:00pm</b>	<b>La Trattoria Pizza</b> 2nd Avenue between 44 <sup>th</sup> and 45 <sup>th</sup> Street (212) 682-5656
<b>Lobby Café</b> Secretariat Lobby – 1 <sup>st</sup> Floor North <b>Hours: M-F: 8:00am-6:00pm</b>	<b>The Amish Market</b> 45th St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue
<b>North Delegates Lounge</b> Conference Building – 2 <sup>nd</sup> Floor North <b>Hours: M-W: 9:30am-7:00pm</b> <b>Thr: 9:30am-8:00pm</b> <b>Fri: 9:30am-10:00pm</b>	<b>Grand Central Oyster Bar</b> 98 E at 42nd St. at Grand Central Terminal Enter at Vanderbilt Avenue between 42 <sup>nd</sup> and 43 <sup>rd</sup> Street (212) 490-6650
<b>Vienna Café</b> General Assembly – 1 <sup>st</sup> Basement South <b>Hours: M-F: 8:00am-6:00pm</b>	<b>Keats (Irish Pub)</b> 2nd Avenue between 44 <sup>th</sup> and 45 <sup>th</sup> Street (212) 682-5490
<b>United Nations delegates dinner room</b> Conference Building – 4 <sup>th</sup> Floor North <b>Hours: M-F from 11:30 a.m. to 2:30 p.m.</b>	<b>Sushi Yasuda (Japanese)</b> 204 E 43rd St between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue (212) 972-1001
<b>Café de la Paix</b> Secretariat – 1 <sup>st</sup> Basement South <b>Hours: M-F: 11:30am-4:00pm</b>	<b>Aburiya Kinnosuke (Japanese)</b> 213 E 45th St. between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue (212) 867-5454
<b>UNICEF Café</b> Three UN Plaza, 1 <sup>st</sup> Floor 44th St. between 1 <sup>st</sup> and 2 <sup>nd</sup> Avenue <b>Hours: M-F: 8:30am-4:30pm</b>	<b>Ali Baba's Terrace (Turkish)</b> 862 2nd Avenue at 46th Street (212) 888-8622
<b>Ground Central</b> 2 <sup>nd</sup> Ave between 42 <sup>nd</sup> and 43 <sup>rd</sup> Street <b>Hours: M-F: 6:30am-7:00pm</b>	<b>Patsy's Pizzeria</b> 801 2nd Avenue between 42nd and 43rd St. (212) 878-9600
<b>Pennylane Coffee</b> 45th St. between 1 <sup>st</sup> and 2 <sup>nd</sup> Avenue <b>Hours: M-F: 7:00am-6:30pm</b>	<b>The Palm</b> 2nd Avenue between 44th and 45th St. (212).687-2953

## **AIRPORTS**

There are 3 major airports serving New York City. They are:

1. **John F. Kennedy International Airport:** Phone: 1-718-244-4444  
Located in Queens, New York, about 15 miles from Midtown Manhattan.
2. **LaGuardia Airport:** Phone: 1-718-533-3400.  
Located in Queens, about 8 miles from Midtown Manhattan.
3. **Newark International Airport:** Phone: 1-973-961-6000  
Located in New Jersey, about 16 miles from Midtown Manhattan.

### **Airport Transportation**

Complete transportation information for the above 3 airports can be obtained by calling **Air-Ride** ph: 1-800-AIR RIDE (toll free number within the U.S.). Please find below the options of transportation from the airports to Midtown Manhattan:

## TRANSPORTATION FROM AIRPORTS TO MANHATTAN (Fares are subject to change)

### FROM JFK AIRPORT:

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><b>AirTrain JFK</b> (<a href="http://www.panynj.gov/airtrain">www.panynj.gov/airtrain</a>)</p> <p>Connection with NYC subway (<a href="http://www.mta.info/nyct/subway">www.mta.info/nyct/subway</a>)</p> <p>Connection with Long Island Railroad (LIRR) direct to Penn Station (<a href="http://www.mta.info/lirr">www.mta.info/lirr</a>)</p>	<p>\$5 Enter/Exit Fare + Subway Fare (\$2.75)</p> <p>\$5 Enter/Exit Fare + Train Fare (Peak hrs:\$8.75, off-peak hrs \$6.25)</p>	<p>55 minutes</p> <p>40 minutes</p>	<p>Service available 24 hrs.</p> <p>Air Train:4-10 minutes Subway:4-12 minutes. LIRR: 2-22 minutes depending on the time of the day.</p>	<p>Connect to “E” subway train/LIRR at ‘Jamaica Station’.</p> <p>Use pay-per-ride Metrocard is required to ride Air Train.</p> <p>A \$1 fee will apply to new MetroCard purchases from the ticket vending machines.</p>
<p><b>NYC Airporter</b> (1-718) 777-5111 (<a href="https://www.nycairporter.com/">https://www.nycairporter.com/</a>)</p>	<p>\$18 one way \$34 round trip</p>	<p>90 minutes ( longer at peak hours)</p>	<p>Every 30 minutes 6:00 a.m. - 11:30 p.m.</p>	<p>Grand Central Terminal (buses drop off at 42nd street &amp; Vanderbilt Ave.)</p> <p>Book online to avoid lines at the bus stop or airport. There are no times when you book online, you can take any bus from 6:00am-11:30pm with the online confirmation.</p>
<p><b>SuperShuttle Manhattan</b> Shared door to door minibus 1-800-258-3826 (<a href="http://www.supershuttle.com">www.supershuttle.com</a>)</p>	<p>Approx.. \$ 23</p>	<p>45 – 75 minutes (depending on traffic)</p>	<p>Available 24 hours.</p>	<p>No reservation is required for trip from Airport to Manhattan. Follow the signs to Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone. 24-48 hours reservations required for return service.</p>
<p><b>Taxi</b></p>	<p>Flat rate \$52 and \$4.50 rush hour charge plus tolls and tips (10-15% is customary).</p>	<p>40 - 60 minutes (longer at peak hours).</p>	<p>Available 24 hours a day.</p>	<p>Follow the signs to Taxi Stands in front of terminals.</p>



**FROM NEWARK INTERNATIONAL AIRPORT:**

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p>AirTrain Newark (<a href="https://www.panynj.gov/airports/ewr-airtrain.html">https://www.panynj.gov/airports/ewr-airtrain.html</a>) 1-800-AIR RIDE</p> <p>Connection with NJTransit (<a href="http://www.njtransit.com">www.njtransit.com</a>) 1-800-772-2222 or (973) 762-5100</p>	<p>\$5.50 + NJ Transit Fare (\$7)</p>	<p>30 minutes</p>	<p>Air Train: 8-12 minutes. Available 24 hours. NJ Transit: 7-30 minutes depending on the time of the day between 4:46 a.m. and 1:55 a.m. For exact times check <a href="http://www.njtransit.com">www.njtransit.com</a> or call 1-800-626-RIDE</p>	<p>Take Air Train to 'Newark Int'l Airport Station' and transfer the NJ Transit Trains to New York Penn Station.</p>
<p>Olympia Airport Express 1-877- 8-NEWARK 1-877 863-9275 (<a href="http://www.coachusa.com/olympia/ss.newarkairport.asp">http://www.coachusa.com/olympia/ss.newarkairport.asp</a>)</p>	<p>\$28 round-trip or \$16 one-way. \$16 one-way transfers to hotels via Grand Central Station.</p>	<p>30 - 60 minutes ( longer at peak hours)</p>	<p>Every 20-30 minutes 4:00 a.m. – 7:00am and 11:00 p.m.-2:00am</p>	<p>- Drop off service to Grand Central Terminal (120 E. 41<sup>st</sup> St, between Park and Lexington Ave.), Port Authority (E. 42<sup>nd</sup> St and 8<sup>th</sup> Ave) or Penn Station (W. 34<sup>th</sup> st and 8<sup>th</sup> Ave)</p>
<p>SuperShuttle Manhattan Shared door to door minibus 1-800-258-3826 (<a href="http://www.supershuttle.com">www.supershuttle.com</a>)</p>	<p>\$23</p>	<p>30 – 60 minutes (longer at peak hours)</p>	<p>Available on demand 24 hours.</p>	<p>No reservation is required for trip from Airport to Manhattan. Follow the signs to Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone. 24-48 hours reservations required for return service.</p>
<p>Taxi</p>	<p>Flat rate ranging from \$50 to \$70 and additional \$5 for cash / \$5.50 for credit card transactions plus tolls and tips (10-15% is customary).</p>	<p>40 minutes (longer at peak hours).</p>	<p>Available during flight hours.</p>	<p>Follow the signs to Taxi Stands outside arrival areas.</p>

**FROM LA GUARDIA AIRPORT:**

Service	Fare	Estimated Time of Arrival	Frequency	Notes
<p><b>NYC Airporter</b>                      (1-718) 777-5111                      (<a href="https://www.nycairporter.com/">https://www.nycairporter.com/</a>)</p>	<p>\$15 one way                      \$28 round trip</p>	<p>90 minutes                      ( longer at peak hours)</p>	<p>Every 30 minutes                      6:00 a.m. - 11:30 p.m.</p>	<p>Grand Central Terminal (Vanderbilt Ave. and E. 42nd Streets) Transfer available to hotels between E. 31st and E. 59th Streets.</p>
<p><b>SuperShuttle Manhattan</b>                      Shared door to door minibus                      1-800-258-3826                      (<a href="http://www.supershuttle.com">www.supershuttle.com</a>)</p>	<p>\$15 - \$20</p>	<p>45 – 75 minutes                      (depending on traffic)</p>	<p>Available on demand                      7:00 a.m. - 11:30 p.m.</p>	<p>No reservation is required for trip from Airport to Manhattan. Follow the signs to Ground Transportation Desk near the Baggage Claim area. Ask an agent to arrange for service or call Super Shuttle directly from the courtesy phone.                      24-48 hours reservations required for return service.</p>
<p><b>Taxi</b></p>	<p>\$21 - \$30 plus tolls and tips (10-15% is customary) plus night surcharge (\$0.50 from 8:00 p.m. to 6:00 a.m.) or weekday surcharge (\$1 Mon to Fri from 4:00 p.m. to 8:00 p.m.) if applicable.</p>	<p>20 - 30 minutes                      (longer at peak hours).</p>	<p>Available during flight hours.</p>	<p>Follow the signs to Taxi Stands in front of terminals.</p>

## LOCAL TRANSPORTATION

**Subway and buses** (<http://www.mta.info/>) are a convenient way to get around Manhattan. **Metro Card** valid for subway and bus can be purchased at subway stations.

- Single: trip fare is \$3.00.
- 7-Day Metro Card costs \$32.00 (unlimited ride for one week for one person)

**Yellow Cab Taxis** are readily available around Manhattan. Taxis are a safe alternative for late night travel when train and buses can be few and far between. It is advisable not to take taxis without meters (illegal taxi), as they could charge exorbitant fares. Taxi fees can be paid in cash or credit card, however, if paying in cash, it is a good idea to have small bills because taxi drivers usually cannot change anything higher than \$20. While taxis are relatively expensive for a single person, they are more affordable with 3 or more riders. The rates for taxis are as follows:

Initial fare.....	\$2.50
Each 1/5 mile (4 blocks)....	\$0.50
Each 1 minute idle.....	\$0.40
Night surcharge.....	\$0.50 (after 8:00 p.m. until 6:00 a.m.)
Additional riders.....	FREE

Pay only what's on the meter, plus a 15-20 per cent gratuity. On all trips within New York City, any bridge and tunnel tolls to the destination shall be paid by the passenger, who shall be so informed before the start of the trip. On all trips within the City of New York, return tolls shall not be charged except for trips over the Cross Bay Veterans, Marine Parkway-Gil Hodges Memorial, and Verrazano Narrows Bridges. On trips beyond the City of New York, all necessary tolls to and from the destination shall be paid by the passenger. There are additional charges for crossings outside the metropolitan area and New Jersey. Passengers are required to pay one way.

## POSTAL SERVICES

### **United Nations Post Office**

UN Secretariat Building

(Basement)

1<sup>st</sup> Avenue (between E. 45<sup>th</sup> & E. 46<sup>th</sup> Street, entry via Visitor's Entrance)

Grand Central Station

450 Lexington Ave.

New York, NY 10017

(1-800) 275-8777

## **CONFIRMATION OF RETURN FLIGHTS**

Please contact the airline directly to reconfirm your flight.

### **TIME**

For the time difference between New York and your country, please refer to <http://www.timeanddate.com/worldclock/>

### **WEATHER**

To check for current weather condition in New York, please refer to <http://www.weather.com/weather/local/10017?lswe=10017&lwsa=WeatherLocalUndeclared&from=whatwhere>