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
Room: DC2-1650
Phone: (1-917) 367-7098
Fax: (1-212) 963-9851
Email: reister@un.org

Mr. Tomasz Kulaga
Room: DC2-1610
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Email: kulaga@un.org

Mr. Mohamed Nabassoua (for non-funded participants)
Room: DC2-1609B
Phone: (1-917) 367-4473
Fax: (1-212) 963-9851
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Ms. Wailan Wu (for funded participants)
Room: DC2-1657B
Phone: (1-917) 963-0376
Fax: (1-212) 963-9851
Email: wu16@un.org

**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), 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), 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).

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

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Fare</th>
<th>Estimated Time of Arrival</th>
<th>Frequency</th>
<th>Notes</th>
</tr>
</thead>
</table>
| **AirTrain JFK** *(www.panynj.gov/airtrain)*  
Connection with NYC subway *(www.mta.info/nyct/subway)*  
Connection with Long Island Railroad (LIRR) direct to Penn Station *(www.mta.info/lirr)* | $5 Enter/Exit Fare + Subway Fare ($2.75)  
$5 Enter/Exit Fare + Train Fare (Peak hrs:$8.75, off-peak hrs $6.25) | 55 minutes | Service available 24 hrs.  
Air Train:4-10 minutes  
Subway:4-12 minutes.  
LIRR: 2-22 minutes depending on the time of the day. | Connect to “E” subway train/LIRR at ‘Jamaica Station’.  
Use pay-per-ride Metrocard is required to ride Air Train.  
A $1 fee will apply to new MetroCard purchases from the ticket vending machines. |
| **NYC Airporter** *(1-718) 777-5111* *(https://www.nycairporter.com/)* | $18 one way  
$34 round trip | 90 minutes ( longer at peak hours) | Every 30 minutes  
6:00 a.m. - 11:30 p.m. | Grand Central Terminal (buses drop off at 42nd street & Vanderbilt Ave.)  
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. |
| **SuperShuttle Manhattan**  
Shared door to door minibus  
1-800-258-3826 *(www.supershuttle.com)* | Approx.. $ 23 | 45 – 75 minutes (depending on traffic) | Available 24 hours. | 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>| <strong>Taxi</strong> | Flat rate $52 and $4.50 rush hour charge plus tolls and tips (10-15% is customary). | 40 - 60 minutes (longer at peak hours). | Available 24 hours a day. | Follow the signs to Taxi Stands in front of terminals. |</p>
<table>
<thead>
<tr>
<th>Service</th>
<th>Fare</th>
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<th>Frequency</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AirTrain Newark</td>
<td>$5.50 + NJ Transit Fare ($7)</td>
<td>30 minutes</td>
<td>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</td>
<td>Take Air Train to ‘Newark Int’l Airport Station’ and transfer the NJ Transit Trains to New York Penn Station.</td>
</tr>
<tr>
<td>Connection with NJ Transit</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Olympia Airport Express</td>
<td>$28 round-trip or $16 one-way. $16 one-way transfers to hotels via Grand Central Station.</td>
<td>30 - 60 minutes ( longer at peak hours)</td>
<td>Every 20-30 minutes 4:00 a.m. – 7:00am and 11:00 p.m.-2:00am</td>
<td></td>
</tr>
<tr>
<td>SuperShuttle Manhattan</td>
<td>$23</td>
<td>30 – 60 minutes (longer at peak hours)</td>
<td>Available on demand 24 hours.</td>
<td>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.</td>
</tr>
<tr>
<td>Taxi</td>
<td>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).</td>
<td>40 minutes (longer at peak hours).</td>
<td>Available during flight hours.</td>
<td>Follow the signs to Taxi Stands outside arrival areas.</td>
</tr>
</tbody>
</table>
FROM LA GUARDIA AIRPORT:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fare</th>
<th>Estimated Time of Arrival</th>
<th>Frequency</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYC Airporter (1-718) 777-5111 (<a href="https://www.nycairporter.com/">https://www.nycairporter.com/</a>)</td>
<td>$15 one way, $28 round trip</td>
<td>90 minutes (longer at peak hours)</td>
<td>Every 30 minutes 6:00 a.m. - 11:30 p.m.</td>
<td>Grand Central Terminal (Vanderbilt Ave. and E. 42nd Streets) Transfer available to hotels between E. 31st and E. 59th Streets.</td>
</tr>
<tr>
<td>SuperShuttle Manhattan Shared door to door minibus 1-800-258-3826 (<a href="http://www.supershuttle.com">www.supershuttle.com</a>)</td>
<td>$15 - $20</td>
<td>45 – 75 minutes (depending on traffic)</td>
<td>Available on demand 7:00 a.m. - 11:30 p.m.</td>
<td>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.</td>
</tr>
<tr>
<td>Taxi</td>
<td>$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.</td>
<td>20 - 30 minutes (longer at peak hours).</td>
<td>Available during flight hours.</td>
<td>Follow the signs to Taxi Stands in front of terminals.</td>
</tr>
</tbody>
</table>
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)
1st Avenue (between E. 45th & E. 46th 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