

Administrative Note

DUTY OF CARE TASK FORCE WORKSHOP



**4-6 December 2018
UNICEF House, New York, USA**



Dates

The Duty of Care Workshop will take place from **Tuesday, 4 December to Thursday, 6 December 2018.**

Participants should plan to arrive in New York on 3 December (Monday). Departure from New York should not be earlier than 6 December at late night or 7 December.

Venue

The venue for the meeting is at [Danny Kaye](#) visitors centre, **UNICEF House**. The building is accessible from the main entrance located on 44th Street, between 1 and 2 Avenues.

Address:

3 United Nations Plaza,
New York, NY, 10017

Please obtain your access card from the receptionist on the ground floor upon arrival.



Registration

In order to prepare for your participation in the workshop, please keep the following in mind:

- ✦ **Bring your UN ID (Pass) and UN Laissez Passer (UNLP).**
- ✦ Obtain your G-4 visa in advance (see section below).
- ✦ Book your flight and accommodation.
- ✦ Complete the security clearance process through UNDSS TRIP.
- ✦ Kindly note you may need to walk to commute in Manhattan. Please prepare comfortable shoes.

Immigration Requirements

In order to enter the US, a **G-4 visa** is required. You cannot enter the U.S.A. with only your UNLP. Please complete the attached G-4 visa application form and send it to UNICEF's Visa Desk at visadesk@unicef.org at least 30 days prior to your trip. They will support you in obtaining your G-4 visa. Please carry your invitation letter along with your national passport while traveling.

Flight and DSA

Please contact the travel focal point in your office for flight arrangements. For your reference, the DSA for New York is currently USD 410. It will be adjusted as appropriate based on the actual dates of travel.

Places to eat

Places to eat within UN premise (cafeterias):

- **UNICEF House (Butter Beans)** – Cafeteria located on the 1st floor of UNICEF House 3 UN Plaza.
- **UNDP Staff Cafeteria** – This is in DC1 on the 3rd floor and is open from 8:30 – 16:00, with a variety of things to eat.

- **UNHQ Staff Cafeteria** – Located on the 4th floor of the UN Secretariat Building, with similar offerings as both UNDP and UNICEF House Cafeterias.
- **Mona Kitchen** – This is a cafeteria style (both for sit-down and takeout) next to the UNICEF House.

Dining- Restaurants and delivery:

You can find almost any kind of cuisine in NYC at any price point. Menupages.com is a great way to find restaurants and delivery places by neighborhood and cuisine. You can also use Seamless.com to find food delivery in your neighborhood or Yelp.com to find decent restaurants, bars, coffee shops, and many other places of interest based on customers' reviews.

- Menu Pages: <http://www.menupages.com/>
- Seamless: <http://www.seamless.com>
- Yelp: <http://www.yelp.com>
- Grubhub: <https://www.grubhub.com/>

Accommodation in Manhattan

Check TripAdvisor.com, Hotwire.com, Airbnb.com or similar travel portals to book a place to stay. Please find below some hotel recommendations located in the heart of Manhattan near UNICEF House:

- **Grand Hyatt New York** ** 109 E 42nd St. New York, NY 10017
- **Hotel Boutique at Grand Central** 447 Lexington Avenue New York, NY 10017
- **The Westin New York Grand Central** 212 E 42nd Street, New York, NY, 10017
- **Hilton NY Grand Central**** 304 E 42nd St, New York, NY
- **Staybridge Suites Times Square** 340 W 40th St, New York, NY 10018
- **Club Quarters Hotel** 128 East 45th St New York, NY 10017
- **Hotel Edison** 228 W 47th St. New York, NY 10036
- **One UN New York** ** One United Nations Plaza New York, NY 10017
- **Clarion Hotel Park Avenue** 429 Park Ave South New York, NY 10016
- **The Gotham Hotel** 16 E 46th St. New York, NY 10017
- **POD 39** 145 E 39th St. New York, NY 10016
- **Double Tree by Hilton Metropolitan** 569 Lexington Ave, New York, NY 10022

** Indicates the hotels that offer UN Rates. Please contact the hotels directly to inquire about the rates.

Credit – debit cards

Cards linked to overseas accounts can also be used to withdraw local currency at the ATMs of the major local banks. Credit cards are accepted at most establishments.

Reaching the city & Transportation

Public transportation is the most inexpensive and one of the fastest ways to get around the city. You will need to purchase a MetroCard (available through MetroCard Vending Machines at all subway stations). MetroCard's can be used on both subways and buses. Each ride is \$2.75. You can also purchase an unlimited weekly pass for \$32.00.

Google Maps is an excellent way to get directions around the city. Download the app onto your phone and enter an exact address, cross streets, or landmark in the search box. The website will give you directions by subway, bus, or walking. You may specify if you only want to use the train, the bus, walk, etc. If you have a smart phone, Google Maps is easily accessible.

Helpful tips:

- ✓ Plan ahead. If you enter your destination into Google Maps, the app can give you step-by-step directions to your destination by public transportation. It is still helpful though to take a look at the subway map to understand which subways you will be taking.
- ✓ When you're on the trains, pay attention to the announcements for stations so you don't miss your stop.

✓ Make sure you're on the right train. Trains go in two directions. Be clear whether you're going uptown or downtown.

- [MTA NYC Transit](#)
- Subway map (please page below)
- [NJ Transit](#)
- [Long Island Rail Road](#)
- [Travel Tips](#)

Bus and Subway Tips:

- From JFK: There is a \$5.00 Air Tram ride from JFK to the E Subway Line. The E express takes approximately 30-40 minutes from the end of the Line (Jamaica Station) to Manhattan (51st and Lexington). All Terminal Train arrives approximately every 10 minutes, taking about two minutes between stops.
- From LaGuardia: There is a M60 (\$2.75) local bus from the airport to Manhattan to connect with different train lines. Passengers using Metro cards get a free transfer from the bus to the subway.
- From Newark: NJ Transit will transport you between Newark airport and Manhattan for \$16 each way. NJ Transit operates 22 hours a day (no rail services between 2am and 4am).

For more information on planning your trip, please visit: <http://www.panynj.gov/>



You can download the PDF version <http://web.mta.info/nyct/maps/subwaymap.pdf>

Medical Assistance

In the event that you need medical attention: A nurse is on duty for first aid care in Room 545-1 on the 5th floor of UNICEF House. The hours are 9:00 – 17:00. If necessary, the nurse can refer you to the UN Medical Service.

The full address of the medical services in UNICEF House is as follows.

UNICEF House
3 United Nations Plaza
New York, NY 10017
(212) 326-7000 or (212)326-7541

In the case of medical emergency or any security related emergency in the US please call **911**.

UN Facilities

- **UNICEF House:** 3 UN Plaza (located on 44th street, between 1st and 2nd Ave)
- **633 building (HR Department):** 633 3RD AVE., New York, New York 10017 (Between 40th and 41st)
- **United Nations Secretariat:** 1st Avenue at 45th Street, opposite DC1
- **DC1 Building** (UNDP Headquarters): 1 United Nations Plaza (44th Street and 1st Avenue)
- **DC2 Building** (United Nations Federal Credit Union): 2 United Nations Plaza 3rd Floor (44th Street between 1st and 2nd Avenues)

Post Offices

United Nations Post Office: Located in the basement of the Secretariat Building. During business hours, there are full postal services. **No U.S. stamps are sold – only UN stamps, which must be mailed through the UN post office or through the internal mail system (i.e. office to office).**

US Post Offices:

Grand Central Station – 450 Lexington Avenue, New York, NY 10017

Hours:
Mon. – Fri. 7:30AM – 9:00PM
Sat. 7:30AM – 1:00PM
Sun. Closed

United Nations Station – 405 E. 42nd Street, Office 2, New York, NY 10017

Hours:
Mon. – Fri. 9:00 AM – 5:00 PM
Sat. / Sun. Closed

Questions

Please contact Jayeon Koo (jkoo@unicef.org) or Michelle Wong (mwong@unicef.org) in the Task Force Secretariat for any additional questions.