

Evaluation
Week
2015



UNEG
United Nations Evaluation Group

Logistical Information

UNEG 2015 Evaluation Week

Dates: 9 - 13 March 2015

Location: United Nations Headquarters, New York, U.S.A

Host agencies: DGACM DPKO OIOS PBSO UNCDF UNDESA
UNDP UNDPI UNFPA UNICEF UN-Women

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DISCLAIMER: *Restaurant and hotel lists provided below do not constitute endorsement of, or an approval by, the United Nations. They are for informational purposes only.*

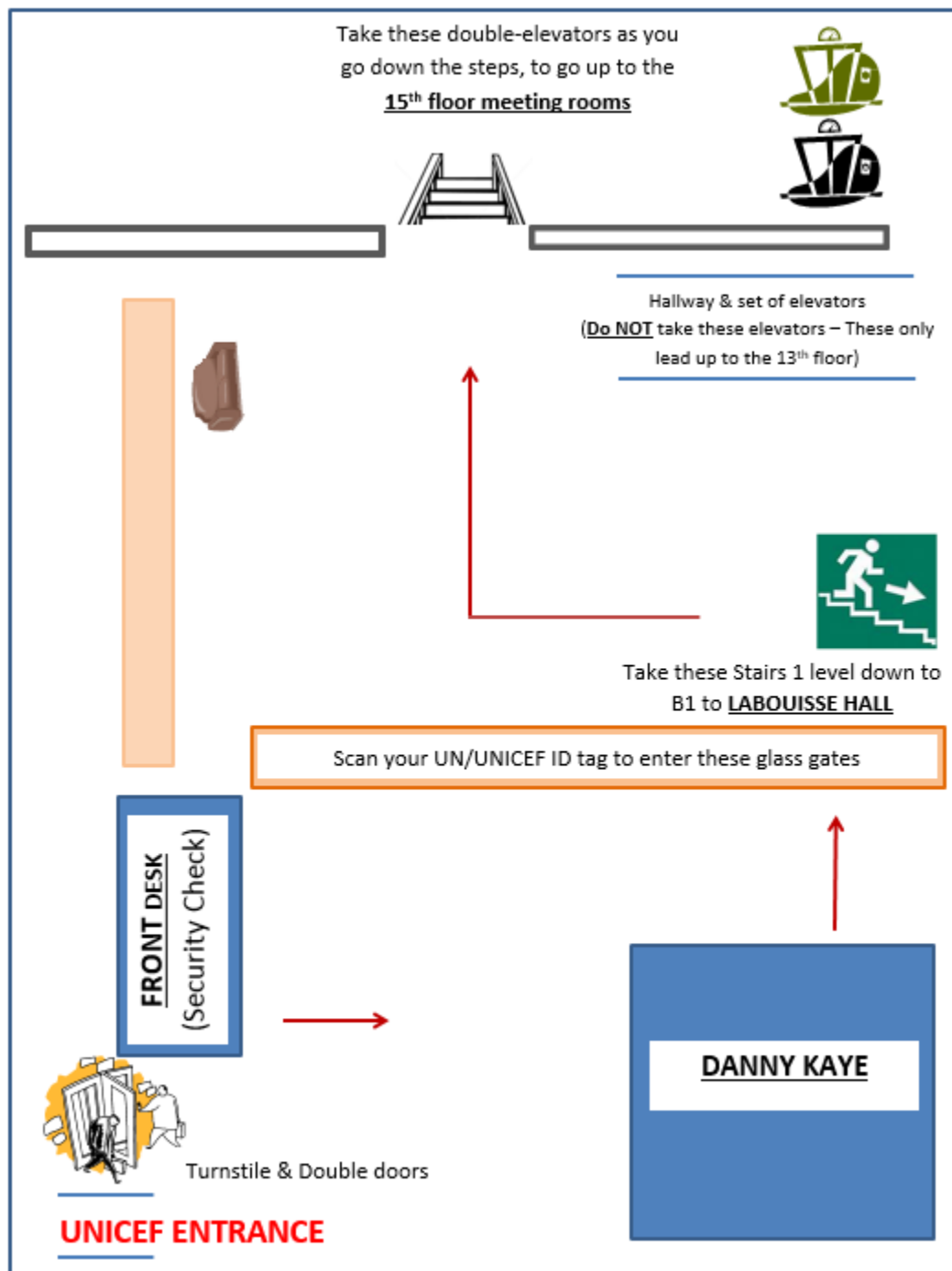
MEETING INFORMATION

The **UNEG 2015 Evaluation week** will be held on **09 March to 13 March 2015** at the United Nations Headquarters in New York.

EVENT	DATE	TIME	VENUE
Annual General Meeting (AGM)	09 March	9:00 am to 12:30 pm (Open Session)	<u>UN Secretariat Building</u> 1 st Ave & 42 nd Street 27 th Floor Room S-2727 & 2726* New York, NY 10017
	10 March	9:00 am to 5:00 pm (Open Session)	
	11 March	9:00 am to 12:00 pm (Open Session)	
	11 March	2:00 pm to 5:00 pm (Closed Session)	
	12 March	9:00 am to 12:00 pm (Closed Session)	
High-level Panel (HLP)	09 March	3:00 pm to 5:00 pm	<u>Ford Foundation</u> Auditorium 320 East 43 rd Street bet 1 st & 2 nd Aves New York, NY 10017
Evaluation Practice Exchange (EPE)	11 March	2:00pm to 5:30pm	<u>UNICEF House</u> Labouisse Hall Danny Kaye Centre and 15 th Floor Meeting Rooms 3 United Nations Plaza 44 th Street bet 1 st & 2 nd Aves New York, NY 10017
	12 March	9:00 am to 5:30 pm	
	13 March	9:00 am to 5:30 pm	

** All main AGM activities will be held in Rooms S-2727 & S-2726 (combined room). On 10 March morning, the AGM meeting will take place in S-2727 alone. Breakout groups will meet in Rooms S-2722 & S-2723. Room details will be shared at AGM plenary sessions.*

Evaluation Practice Exchange (EPE) – UNICEF House Map
(15th Floor Meeting Rooms, Labouisse Hall and Danny Kaye Centre)



AGM: The Heads of evaluation units that are members of UNEG meet each year at its Annual General Meeting (AGM) to review progress and results of the work programme and decide on strategies and work areas for the following years. The objectives of the 2015 AGM are as follows: To discuss the implementation of the work plan 2014-2015; To decide on the way forward

- ***Who can attend?***

March 9th to 11th (Open Sessions): UNEG Heads, Observers, staff members from UNEG member agencies, and invited partners

March 11th and 12th (Closed Sessions): UNEG Heads or Designated representative, one representative per agency

HLP: The High-level Event “Bridge to a Better World – Evaluation at the Service of the Post-2015 Agenda” will explore how building evaluation capacities can empower countries to put in place development policies and programmes which are appropriate, effective and responsive to the needs of their citizens; and, in turn, how stronger national evaluation systems can be a part of an inclusive, robust global accountability framework.

- ***Who can attend?* UNEG Heads, Observers, staff members from UNEG member agencies, and invited guests**

EPE: The UNEG Evaluation Practice Exchange (EPE) seminar is an informal forum for UNEG members to share their experiences on a range of topics.

- ***Who can attend?* UNEG Heads, Observers, staff members from UNEG member agencies, and invited partners**

2015 Evaluation week registration

Agencies interested in attending the UNEG 2015 Evaluation Week will need to confirm registration by sending a consolidated agency reply to the invitation email sent on Jan. 15th by Jin Zhang of the UNEG Secretariat. Participants will need to confirm which sessions they plan to attend, as indicated on the registration excel table. Event participants are asked to send the consolidated agency registration form to Serwah Asante of the UNEG Secretariat at serwah.asante@undp.org and jin.zhang@undp.org by Monday February 16, 2015.

For UNEG 2015 Evaluation Week information, including draft agenda, logistical note & general updates, please refer to the [UNEG 2015 Evaluation Week Event's Page](#).

Badges and conference passes

Valid UNLP, UN New York Grounds Pass, and special conference passes are necessary to enter United Nations buildings.

If you do not have a UN New York Ground Pass or a UNLP, please contact Serwah Asante of the UNEG Secretariat at serwah.asante@undp.org, no later than February 27th 2015 in order to arrange for conference passes.

Building access

Secretariat Rooms S-2727 & S-2726 (27th floor) in the UN Secretariat Building are located at The United Nations Headquarters on First Avenue between 42nd and 46th Streets.

For access to Secretariat Room S-2727/ 2726, you may access the Secretariat Building via 42nd Street and First Avenue if you hold a valid UNLP or a New York UN Ground pass (staff members only). If you do not hold a valid UNLP or staff Grounds Pass, please enter the United Nations premises through the Visitor's Entrance located on First Avenue, between 45th and 46th Streets (via the security tent). A valid photo ID will be required (e.g. passport).

The **Ford Foundation** is located at 320 East 43rd Street (bet 1st & 2nd Aves). The HLE & Chair's Reception will take place in the Auditorium.

The **UNICEF House** is located at Three United Nations Plaza, 44th Street (between 1st and 2nd Avenues).

Visa requirements

Participants are responsible for obtaining the appropriate entry permit to the United States. They should contact, as early as possible, their own agency to receive the visa for official missions.

Documentation

The UNEG 2015 Evaluation Week will adopt a paperless approach. Participants will have access to all documents and statements on the [UNEG 2015 Evaluation Week](#) website as they become available. We highly recommend that all participants prepare folders or save documents on their computers. WIFI connection will be provided in all meeting rooms and accessible with a password. Please consult this site regularly for any announcement concerning the meeting.

Reception(s), dinner and a guided tour

A social programme is available to all participants during the week. It includes reception(s) and dinner events. Details regarding these events will be made available in the coming weeks.

Please contact Serwah Asante of the UNEG Secretariat at serwah.asante@undp.org by February 27, 2015 to indicate any dietary restrictions.

Conference attendees may also book a guided UN tour - please bring your UN ID from your duty station. Please contact the UN Guided Tours Office at 212-963-8687 or toursunhq@un.org. Note that the tour kiosk is located in the lobby of the UN Secretariat. UN staff members are entitled to a free guided tour. Non staff members may participate for a fee: USD 18 (adults), USD 9 (child), USD 11 (Student or Senior).

Contact information

If you have any questions regarding the UNEG 2015 Evaluation Week, please contact us at serwah.asante@undp.org,

Services at the UN Headquarters

Banks

JP Morgan Chase Bank has a branch located at One United Nations Plaza, between 1st Avenue and 44th St (M-F: 8am to 6pm). There is an (Automated Teller Machine) ATM and foreign currency exchange at the bank.

UNFCU has a branch located on the 3rd Floor of Two UN Plaza (DC-2) – East 44th Street between 1st & 2nd Avenues. (M-F: 8am to 4pm). There are ATMs available on the Main Floor & Gift Center of the Secretariat Building as well as at 820 Second Avenue (bet 43rd & 44th Streets).

Security

The United Nations Safety and Security Service operates on a 24-hour basis:

Tel: 212 963 6666

The Security Operations Centre will take enquiries for **lost and found** items:

Tel: 212 963 6666 [NLB, Room 01005].

Participants are reminded not to leave briefcases or any valuable items unattended in conference rooms.

Medical services

Participants are responsible for making their own insurance arrangements, including life, health and other forms deemed appropriate. Make sure that your health insurance provider covers you during your stay.

Locations and working hours of the Medical Clinics at the UN Headquarters (for UN staff members):

- **Secretariat building**, Medical division 1st Avenue 46th Street, 5th floor
Tel: 212 963 7090
Monday to Friday: 9:00am – 4:30 pm
Physicians available: 9:00am – 4:30 pm
- **DC1 Building**, One UN Plaza, 787 First Avenue, Room DC1-1190,
Tel: 212 963 8990
Monday to Friday: 9:00am – 4:00 pm
- **UNICEF House**, Three United Nations Plaza, 44th Street between 1st and 2nd Avenues. Room H-0545, Tel: 212 326 7541
Monday to Friday: 9.00 a.m. to 5.00 p.m.

In case of an emergency within and outside normal working hours: call United Nations Fire and Safety Unit: Tel: 212 963 5555 or call 911.

Persons with disabilities

The United Nations Headquarters is accessible to persons with disabilities. The United Nations provides wheelchairs, Braille documents or American Sign Language (ASL) upon request. Please contact your New York Office to discuss any specific requests.

Parking facilities

Private parking garages are available from East 45th Street to East 49th Streets, between 1st and 2nd Avenues.

Bookstore

The UN Bookstore is located in the United Nations Headquarters on 1st Avenue, between 45th and 46th Streets, entry via Visitor's Entrance, in the lower level (Monday to Friday from 9am to 5.30pm). You will find the latest UN publications and other international publications, as well children's books, posters and variety of gifts and souvenirs.

ICT services

The United Nations provides areas with computers for UN staff members as well as wireless connection throughout Headquarters. The computer area is located in the UN Delegates' Lounge on the 2nd floor in the Conference Building. Note that a UN LP or staff Grounds Pass is required to access this area.

Postal services

The UN Post Office is located in the United Nations Headquarters on 1st Avenue, between 45th and 46th Streets, entry via Visitor's Entrance, in the lower level near the Bookstore.

The US Post Office Grand Central Station is located 450 Lexington Avenue, between 44th and 45th Streets, from M-F: 7:30 a.m. to 9 p.m. and Saturday: 7:30a.m. to 1p.m.

Travel agent

Participants can contact American Express if they need assistance with travel and hotel reservations as well as passport and visa matters. American Express, Tel: 1(877) 418-9652, outside the US: 1(336) 291-1394, Fax: 1(917) 967-9693 and Email: unsec@aexp.com.

UN Cafés

Cafés, located at the United Nations Headquarters, offer a selection of hot and cold beverages, sandwiches, salads, appetizers and main courses.

Vending machines with refreshments and snacks are located at various points throughout the premises.

Please note that the United Nations Headquarters has a strict policy and does not permit food and beverages inside conference rooms.

- **UN Secretariat Café**
1st Avenue at 42nd Street, 1st Floor
Hours: M-F: 8am - 4pm
- **Café Austria**
North Lawn Building, 1st Avenue at 47th St, 2nd Floor
Hours: M-F: 8am - 6pm
- **UNICEF Café**
Three UN Plaza, 44th St between 1st and 2nd Avenue, 1st Floor
Hours: M-F: 8:30am - 4:00pm

NYC Dining

Restaurants are available within short walking distance of the United Nations. Kindly find below several websites to select restaurants in the Midtown area and other neighborhoods:

- MenuPages at www.menupages.com
- Open Table at www.opentable.com
- Zagat at www.zagat.com

Attached below is a non-exhaustive list of delicatessens and restaurants in the vicinity of the United Nations Headquarters:

Aburiya Kinnosuke (Japanese)

213 E 45th St, bet. 2nd and 3rd Avenue
(212) 867-5454

Ali Baba's Terrace (Turkish)

862 2nd Avenue at 46th St
(212) 888-8622

Dean's Family Style Restaurant and Pizzeria

801 2nd Avenue between 42nd and 43rd St
(212) 878-9600

Amish Market

45th St. between 2nd and 3rd Avenue
(212) 370-1761

East Japanese Restaurant

210 E 44th St, between 2nd and 3rd Avenue
(212) 687-5075

Garden Plaza

303 E 44th St, between 1st and 2nd Avenue
(212) 338-9604

Grand Central Oyster Bar

98 E @ 42nd St at Grand Central Terminal. Enter @ Vanderbilt Ave. between 42nd and 43rd St
(212) 490-6650

John's Coffee Shop

823 2nd Avenue at 44th St
(212) 867-4955

Pheonix Garden (Chinese)

242 E. 40th St, between 2nd and 3rd Avenue
(212) 983-6666

Sophie's Cuban Cuisine

369 Lexington Avenue, bet 40th & 41st
(212) 922-3576

Sushi Yasuda (Japanese)

204 E 43rd St, between 2nd and 3rd Avenue
(212) 972-1001

Shih Lee's Chinese Eatery

311 W 45th St, between 1st and 2nd Avenue

Sparks Steak House

210 E 46th St, between 2nd and 3rd Avenue
(212) 687-4855

The Palm

2nd Avenue, between 44th and 45th St
(212) 687-2953

GENERAL INFORMATION

TRANSPORTATION

Local transportation

Subway and buses are a convenient way to get around the city. **Metro Card** valid for subway and bus can be purchased at subway stations. For further information, please refer to: www.mta.info.

- Single: trip fare is \$2.50
- 7-Day Metro Card costs \$30.00 (unlimited ride for one week for one person)

Yellow Cab Taxis are easily available around Manhattan. It is recommended to avoid taking taxis without meters, as they could charge exorbitant fares.

- 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

To reach UN Headquarters

- **Subway:** Number 4, 5, 6 or 7 trains to Grand Central Station; walk east to 1st Avenue.
- **Buses:** Coming from Lower Manhattan, M15 will stop on 1st Avenue in front of the United Nations. From Uptown, M15 will run on 2nd Avenue and stop on 46th Street and 42nd. M42 or M104 will both stop on 42nd and 1st Avenue in both directions.
- **New York City taxis** are available from any destination.



Airport information

Three airports serve New York City:

- **John F. Kennedy International Airport** Tel: 1-718-244-4444
Located in Queens, New York, about 15 miles from Midtown Manhattan.
 - [AirTrain JFK](#)
Cost: \$7.50 (\$5 AirTrain Fare + \$2.50 Subway Fare)
Time: 55 minutes
 - [New York Airport Service Express Bus](#)
Cost: \$16
65 minutes (longer at peak hours)
 - [SuperShuttle Manhattan](#) Shared door to door minibus
Cost: \$20
Time: 45 - 75 minutes (depending on traffic)

- **Taxi**
Cost: Flat rate \$52 plus tolls (\$4.80 each) + tip (10-15%)
Time: 40 - 60 minutes (longer at peak hours)
- **LaGuardia Airport** Tel: 1-718-533-3400
Located in Queens, about 8 miles from Midtown Manhattan.
 - [New York Airport Service Express Bus](#)
Cost: \$14
Time: 30 - 45 minutes (longer at peak hours)
 - [SuperShuttle Manhattan](#) Shared door to door minibus
Cost: \$16
Time: 45 - 75 minutes (depending on traffic)
 - **Taxi**
Cost: Flat rate \$21 - \$30 plus tolls (\$4.80 each) + tips (10-15%)
Time: 20 - 30 minutes (longer at peak hours)
- **Newark International Airport** Tel: 1-973-961-6000
Located in New Jersey, about 16 miles from Midtown Manhattan.
 - [AirTrain Newark](#)
Cost: \$12.50 (\$5.50 AirTrain Fare + \$7.00 NJ Transit Fare)
Time: 40 minutes
 - [Olympia Airport Express](#)
Cost: \$16 one-way and \$28 round trip
Time: 30 - 60 minutes (longer at peak hours)
 - [SuperShuttle Manhattan](#) Shared door to door minibus
Cost: \$21
Time: 30 - 60 minutes (depending on traffic)
 - **Taxi**
Cost: Flat rate \$50 - \$70 plus tolls (\$9.75 each) + tips (10-15%)
Time: 40 minutes (longer at peak hours)

USEFUL INFORMATION

Currency

For the exchange rate between US dollar and your currency, please refer to: www.xe.com

New York Attractions

Things to do (museums, events, musicals etc.)

UN Guided Tour (\$16 or free with valid UN ID) – To schedule a tour, please contact Marc Nelles at unitg@un.org or at 212-963-4440.

The Ride Bus Tour (\$64-74) - <http://www.experiencetheride.com/nyc/>

www.gonyc.about.com;

www.timeout.com;

www.nycgo.com;

www.time.com;

www.lonelyplanet.com

<http://www.broadway.com/>

Safety Tips for Travelers

Time

For the time difference between New York and your country, please refer to: www.timeanddate.com

Weather

To check the weather in New York, please refer to: www.weather.com

HOTEL ACCOMMODATION

Participants should make their own arrangements for hotels. A list of hotels in the vicinity of the United Nations is provided for your information (*see pages 15-18*).

In addition, kindly find websites that offer discounts for hotel rooms in New York.

- www.kayak.com
- www.hotels.com
- www.booking.com
- www.bookit.com
- www.expedia.com
- www.orbitz.com

Getting around

[New York subway map](#)

- From **Downtown to UN Headquarters** | **Subway:** Trains 1, 2, 3 or A, C, E or N, R, Q to Time Square. Then trains 7 or S to Grand Central. Number B, D, F, M to Bryant Park. Then trains 7 to Grand Central.
- From **Midtown East to UN Headquarters** | **Subway:** (*See map page 12*).
- From **Midtown West to UN Headquarters** | **Subway:** (*See map page 12*).
- From **Upper East Side to UN Headquarters** | **Subway:** Trains 4, 5, 6 to Grand Central.
- From **Upper West Side to UN Headquarters** | **Subway:** Trains 1, 2, 3 or A, C or B, D to Time Square. Then trains 7 or S to Grand Central.
- From **Queens to UN Headquarters** | **Subway:** Train 7 to Grand Central. Trains E, M to 51st Street. Then walk east and south to 1st Avenue and 46th Street. Trains N, R, Q to 59th Street. Then trains 4, 5, 6 to Grand Central. Train F to B to Bryant Park. Then trains 7 to Grand Central.

NEW YORK CITY HOTEL LIST

Attached below is a non-exhaustive list of hotels in the vicinity of the United Nations Headquarters. Preferential rates may be applicable for travelers of the UN system with valid UNLP, UN Ground Pass, or a letter of invitation (or an official notification letter) on UN letterhead.

Reservations should be made directly with the hotel. Please check with the hotel for their cancellation policy. *****Note that a number of conferences will be going on simultaneously at UN HQ in the week of 9 March; therefore, it is encouraged that all participants book hotel rooms as soon as possible.***

Please note that the tax is not included in these rates. Prices are subject to change based on availability.

NYC Hotels

ONE UN NEW YORK (0 Miles Away from UN HQ)

One UN Plaza, NY, NY 10017

Tel: 212 758 1234. Fax: 212 702 5051

Email: oneun@millenniumhotels.com

Website: <http://www.millenniumhotels.com/usa/oneunnewyork>

Single/Double: USD 320-336

Note: Closest hotel to UN HQ

HILTON MANHATTAN EAST (0.2 Miles Away from UN HQ)

304 East 42nd Street, NY, NY 10017

Tel: 212 986 8800. Fax: 212 297 3531

Email: Gennardo.Chris@Hilton.com

Website: <http://www3.hilton.com/en/hotels/new-york/hilton-manhattan-east-NYCMDHF/index.html>

Single/Double: USD 204

WESTIN NEW YORK GRAND CENTRAL (0.3 Miles Away from UN HQ)

212 East 42nd Street, NY, NY 10017

Tel: 212 490 8900. Fax: 212 405 4299

Email: WestinNYGCReservations@starwoodhotels.com

Website: <http://www.westinnewyorkgrandcentral.com/>

Single/Double: USD 309

WYNDHAM MIDTOWN 45 (0.3 Miles Away from UN HQ)

205 East 45TH Street, NY, NY 10017

Tel: 212 867 5100. Fax: 212 867 7878

Email: <http://www.wyndham.com/hotels/gencontactmessage/contact-us>

Website: <http://www.wyndham.com/hotels/new-york/new-york/wyndham-midtown-45/hotel-overview>

Single/Double: USD 247

Note: Non-smoking Hotel

EASTSIDE MARRIOTT (0.6 Miles Away from UN HQ)

525 Lexington Avenue at 49th Street, NY, NY 10017

Tel: 212 755 4000. Fax: 212 715 4296

Email: julie.renz@marriott.com

Website: www.marriott.com/nycea

Single/Double: USD 152 - 188

THE ROOSEVELT HOTEL (0.6 Miles Away from UN HQ)

45th & Madison, NY, NY 10017

Tel: 212 661 9600. Fax: 212 885 6109

Email: reservations@rooseveltnyc.com

Website: <http://www.theroosevelthotel.com>

Single/Double: *USD 180 - 210*

MARCEL (0.6 Miles Away from UN HQ)

201 E 24Th Street, NY, NY 10010

Tel: 212696 3800. Fax: 212696 0077

Email: ypatel@amsterdamhospitality.com

Website: www.themarcelatgramercy.com/

Standard Queen: *USD 199 - 209*

GRAND HYATT NEW YORK (0.8 Miles Away from UN HQ)

Park Ave at Grand Central

109 East 42Nd Street NY, NY 10017

Tel: 212 883 1234. Fax: 646 213 6659

Email: nilda.estevez@hyatt.com

Website: www.grandnewyork.hyatt.com

Single/Double: *USD 256 - 320*

HYATT 48 LEX (0.8 Miles Away from UN HQ)

517 Lexington Avenue, NY, NY 10017

Tel: 212 838 1234. Fax: 212 888 2900

Email: sales@hyatt48lex.com

Website: www.hyatt48lex.com

Studio Queen: *USD 250 -499*

Studio King: *USD 280 -479*

Corner Suite: *USD 350 -549*

THE LEXINGTON NEW YORK CITY (0.9 Miles Away from UN HQ)

511 Lexington Avenue at 48th St. NY, NY 10017

Tel: 212.418.6747. Fax: 212.753.5358

Website: www.lexingtonhotelnyc.com

Single/ Double Rates *USD179 /379*

HOTEL 57 (RENAISSANCE) (1 Mile Away from UN HQ)

130 E 57Th Street, NY, NY 10022

Tel: 212 753 8841. Fax: 212 838 4767

Email: julie.renz@marriott.com

Website: www.marriott.com/nycbr

Single/Double: *USD 250 - 435*

BENTLEY (1 Mile Away from UN HQ)

500 East 62nd Street, NY, NY 10065

Tel: 212 644 6000. Fax: 212 373 4468

Email: dsteele@amsterdamhospitality.com

Website: www.bentleyhotelnyc.com

Standard Queen: *USD 189 - 199*

Deluxe King: *USD 219 -295*

Note: *Includes complimentary internet and fitness center*

NH JOLLY MADISON TOWERS (1.3 Miles Away from UN HQ)

22 East 38th Street, NY, NY 10016

Tel: 1 212 802 0600. Fax: 1 212 447 0747

Email: resnyc@nh-hotels.com
Website: <http://www.nh-hotels.com/hotel/nh-new-york-jolly-madison-towers>
Standard Single/Double: USD 208

SANCTUARY HOTEL (1 Mile Away from UN HQ)

132 West 47Th St. NY, NY, 10036

Tel: 212 234 7000. Fax: 212 382 1450
Email: bonnie@sanctuaryhotelnyc.com
Website: www.sanctuaryhotelnyc.com
Single/Double: USD 199-349
Standard Single/Double: USD 239 - 389
Note: *Buffet Breakfast free Equinox Gym pass*

AMERITANIA (1.7 Miles Away from UN HQ)

230 West 54th Street, NY, NY 10019

Tel: 212 247 5000. Fax: 212247 3313
Email: ccamerota@amsterdamhospitality.com
Website: <http://www.ameritanianyc.com/>
Standard Queen: USD 199 - 209
Deluxe King: USD 299 -325
Note: *Includes complimentary internet and fitness center*

RADISSON MARTINIQUE ON BROADWAY (1.7 Miles Away from UN HQ)

49 West 32nd St, NY, NY 10001

Tel: 1 212 736 3800. Fax: 1 212 277 2702
Email: lchan@themartinique.com
Website: www.themartinique.com
Standard Single/Double: USD 359/359

HOTEL WALES (3.9 Miles Away from UN HQ)

1295 Madison Ave (bet 92nd & 93rd Streets), NY, NY 10128

Tel: 212 876 6000. Fax: 212 876 7139
Email: nteran@waleshotel.com
Website: www.hotelwalesnyc.com
Standard Single/Double: USD 195 - 300
Suite Single/Double: USD 275 - 400