

# Permanent Mission to the United Nations in New York

## Guide for Visitors

### Overview

#### Welcome

We are pleased to welcome you to the New Zealand Permanent Mission to the United Nations in New York.

These guidelines are designed to help you prepare for your visit, and be as autonomous as possible during your stay. They cover practical visit arrangements and also set out some responsibilities you must assume prior to your arrival and while you are here.

Preparation for a visit should begin well ahead of your arrival, due to the procedures required not just by the United Nations, but also by the United States of America.

Reading these guidelines before you arrive, and observing them while you are here, will help ensure a productive and smooth visit. Please treat this information with care, and dispose of it appropriately when you no longer need it (i.e. do not leave it behind in a meeting room or your hotel room at the end of your stay).

We also recommend you obtain a copy of the MFAT Multilateral Diplomacy Handbook from the United Nations, Human Rights and Commonwealth Division (UNHC), which provides essential guidance for working in the United Nations.

#### Contents

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## Roles and Responsibilities

### Notifying the Mission

MFAT Wellington should communicate your intention to visit New York formally to the Permanent Mission in New York as soon as your travel is considered likely, wherever possible six weeks prior to departure.

If you are not an MFAT employee, please contact UNHC or the relevant Division in MFAT to ensure that this formal advice has been sent and that arrangements can be put in place.

This advice should be by MERLIN and identify:

- Purpose of visit
- Visitor(s) – name and position/organisation
- Provisional travel dates and accommodation requirements
- MFAT Wellington contact point

MFAT Wellington should forward you these guidelines as soon as possible after your visit has been advised. UNHC's Management Support Officer acts as the principal point for UNHC on visit arrangements.

### Liaison staff member

In response to MERLIN notification, a specific Mission staff member will be identified as your principal liaison point for your visit on visit arrangements.

- Arranging for the mission to make airport transfers (if necessary) and accommodation bookings including tax deduction
- Forwarding you an up-to-date list of staff contact details prior to your arrival.
- Meeting you on arrival at the mission, and pre-registering and arranging for you to collect your UN delegates pass
- Arranging for you to meet with the Permanent Representative and/or relevant seconded staff member if required.
- Arranging for a building access card and a security briefing to be given to you if required
- Arranging hard drive access and log-on for MFAT delegates to the MFAT system if requested
- Being the first point of contact on arrangements during your visit.

## Your responsibilities

The mission has a very high turnover of visitors who generally function autonomously after arrival.

You are responsible for:

- Reviewing these guidelines carefully.
- Confirming your accommodation and any airport transfer requirements wherever possible six weeks in advance of arrival.
- Confirming your flight details as soon as possible.
- Paying for all your expenses. Please provide credit card details as soon as requested by the mission.
- Providing pre-registration information to obtain a UN pass as soon as possible and at least ten working days prior to your arrival
- Obtaining a US visa from the US Consulate in Auckland through applying at least fifteen working days prior to arrival
- Bringing your own laptop and roaming cellphone if required, as well as US adaptors and power plugs.
- Requesting prior to your arrival a Local Area Network log-on if you are an MFAT staff member and require one.
- Providing your New York cellphone and email contact details prior to arrival in country.
- Confirming a time to meet with your liaison staff member in the office prior to the commencement of work in New York, in particular to obtain your UN pass pre-registration papers.
- Allowing up to one hour in your programme to collect your UN delegates pass in person prior to the commencement of work.
- Complying with MFAT security requirements.

## Before you arrive

**Accommodation** Accommodation near the United Nations is expensive and difficult to secure, especially during major conferences or the General Assembly. It is therefore recommended that you organise accommodation through the mission and well ahead of time, advising the mission of accommodation requirements at least six weeks prior to travel.

All costs must be met directly by you. The mission is often able, however, to secure a tax-free rate if bookings are made through the mission. The mission will seek to pre-arrange tax-free status with the hotel, so that tax is deducted from your accommodation cost upon payment at the end of your visit. Tax on accommodation is considerable (13.365%). Please confirm that the hotel has registered you as tax-free upon arrival.

Due to intensive competition, bookings cannot be secured without provision of credit card details. You must therefore confirm your accommodation booking and provide payment details to the mission as soon as requested. Bookings otherwise are likely to be cancelled by the hotel. If you cancel your booking at short notice, a room rate may be charged.

## Hotel Check-in requirements

Check-in arrangements in New York are strict. If you wish to check in prior to 3pm, you will usually need to book an additional night's accommodation. Like all accommodation in New York, this will need to be booked well in advance.

Most flights arriving from New Zealand arrive after midnight, which means that you will need to ensure that you have booked a hotel for the preceding night. Please pay special attention to the timing of your arrival in New York and confirm your flight arrangements as soon as possible and *before* confirming your accommodation booking.

## Hotels

The mission generally arranges accommodation at the following hotels near the UN for short term stays:

Eastgate Hotel  
222 East 39<sup>th</sup> Street  
Near Second Avenue  
[www.affinia.com](http://www.affinia.com)

Shelburne Hotel  
303 Lexington Avenue  
Near 37<sup>th</sup> Street  
[www.affinia.com](http://www.affinia.com)

Beekman Tower Hotel  
3 Mitchell Place  
1st Avenue and East 49th Street  
[www.thebeekmanhotel.com](http://www.thebeekmanhotel.com)

Millennium UN Plaza Hotel,  
One United Nations Plaza, 44th Street  
(between First and Second Avenues)  
[www.millenniumunplaza.com](http://www.millenniumunplaza.com)

The mission can arrange accommodation in apartments for longer terms stays though significant advance notice and deposits are required. Please request further information from your liaison officer if necessary

## **Airport Transfers**

In normal circumstances, we recommend catching a yellow cab which should be readily available outside the airport terminal. We strongly recommend against using other unofficial taxis (who will approach you): use only yellow cabs on the rank. Costs are as follows:

From John F. Kennedy Airport:  
\$45 including tax (excluding tolls - \$6 and tip of 20%)  
approximately \$60 total

From La Guardia Airport:  
no fixed rate - \$19 - \$22 (excluding tolls - \$6 and tip of 20%)  
approximately \$30-35 total.

Car service (limousine) from the airport may be pre-arranged. Most trips between the airport and your accommodation will cost between US\$85.00 and \$105.00 with variations largely due to waiting time. You will need to request such a transfer through your liaison officer and provide an MFAT charge code / credit card details. This option may be preferred for late night arrivals or if severe weather conditions may impact upon traffic conditions and supply of yellow cabs.

Generally allow one hour travel time to and from the airport (in good conditions, the journey is usually forty-five minutes). Take note of the time of your arrival or departure, however, and allow additional time if you are travelling in severe weather conditions or during peak hour traffic (8.00am – 10am, or 5.00pm – 7.00pm).

Check-in three hours prior to departure for international flights. US departure processing can be time-consuming due to security clearances required.

## **US Visa**

Visitors representing New Zealand can no longer rely on the visa waiver programme to assure entry to the US. United States authorities advise that all members of official delegations attending United Nations meetings are required to have an appropriate United States visa. This applies whether the attendee's passport is diplomatic (red), machine readable, or manually issued. A visa can be obtained from the US Consulate in Auckland and can take up to 15 working days.

**UN Pass**

Delegates can only enter UN grounds/buildings with a UN pass. Pre-registration for a UN pass can take up to ten working days.

You must provide the following information to enable the mission to undertake pre-registration for a UN pass as soon as possible and at least ten working days prior to travel:

Full name, as in passport  
Name of meeting to be attended  
Arrival date and place in the US  
Date of departure from the US  
Occupation in sending state

UN pass pre-approvals must be picked up in person from the mission and taken to the UN pass office for photo and completion by you.

VIPs such as Minister and spouses are eligible for VIP passes, which will be provided by the mission on arrival. For VIP passes, digital photographs must also be provided as soon as possible and at least ten working days prior to travel.

**Contact details**

Please provide your mobile phone and email contact details to the mission prior to arrival in country.

## Once you arrive

<b>Mission details</b>	<p>The New Zealand Permanent Mission to the United Nations is located at: 600 3<sup>rd</sup> Ave, 14<sup>th</sup> Floor, New York, NY 10016 (near the corner of 39th St and 3rd Ave)</p> <p>Tel. +1 (212) 826 1960 Email <a href="mailto:nzmissionny@earthlink.net">nzmissionny@earthlink.net</a></p>
<b>Office hours</b>	<p>The Reception to the Mission is staffed from 9.00am–5.30pm, Monday to Friday.</p>
<b>Staff contact details</b>	<p>An up-to-date list of staff contact details will be provided prior to your departure by your liaison officer.</p>
<b>First arrival at the Mission</b>	<p>You should arrange a time to meet your liaison officer at the mission during office hours prior to commencement of work. Your liaison officer will provide you with a briefing on your visit arrangements and provide you with your UN pass pre-approval.</p>
<b>UN pass</b>	<p>You will need to take your UN pass pre-approval and photo ID (passport is best) to the UN pass office on 45th Street at 1st Avenue for a photo to be taken and the pass issued. This can take up to one hour, so please ensure that you have allocated sufficient time in your programme prior to commencing work.</p> <p>The UN pass office is generally open from 8 – 6pm every day. If you are attending a specific UN meeting, pre-registration for a UN pass is generally only finalised close to the start of a meeting (e.g. the Friday before a Monday start). For large UN meetings, the pass office can sometimes open on Sunday.</p>
<b>Location of the UN</b>	<p>The United Nations Headquarters is located at 1<sup>st</sup> Ave and 42-46<sup>th</sup> Streets. It is approximately fifteen minutes walk from the mission to UN Headquarters. You are responsible for your own transport arrangements in New York.</p>
<b>Guide to the United Nations</b>	<p>Your liaison officer will provide you on arrival with a comprehensive guide to the United Nations. If requested, an orientation of the United Nations buildings can be arranged.</p>

## Working at the mission

**Visitor work stations** Visitors with MFAT security clearance are able to sit in the secure area of the mission with a dedicated work station, access to the Local Area Network (LAN) and registry. There are a number of work stations available. MFAT visitors may request a local log-on ID prior to arrival if you are going to be here for a significant amount of time. For shorter visits you can use a Mission visitor account which will then allow you to access the Ministry's NgaruMail email system.

The Mission also has a visitors' room for the use of visitors without MFAT security clearance. The room contains 2 PCs with internet access and printing facilities. Access to the secure area of mission is only possible by arrangement and if you are escorted by your liaison officer or seconded staff member.

**Conference/meeting rooms** The Mission has three meeting rooms that you and external visitors are able to use. If you wish to use or book these rooms, you are able to book the room on-line, or if you are a non-MFAT visitor, through the receptionist. Bookings are subject to availability and needs of the Mission at the time.

**Cable/fax distribution** Visitors with MFAT security clearances will be allocated a cubby-hole in the Registry for receipt of cables/faxes. In other cases, these will be passed on as appropriate. On arrival visitors who have LAN access to the Ministry's cable system should see the Registrar or Administration Officer to be briefed on the Post's administration of this system.

**Mobile phones** We recommend that you ensure that your mobile phone has a roaming function in New York. You may also purchase a single pre-pay phone for approximately \$US30 at any local telecommunications outlet. Your liaison officer can provide you with guidance on the nearest outlet if you wish to do so.

**Laptops** We recommend that you bring your own laptop to New York with an adapter for the US. Most laptops can work with a US power source but you will need an adapter for the socket. The United Nations has open wi-fi access. Wi-fi access is not allowed in the Mission except in conference rooms one and two. There is wi-fi access in some parts of the United Nations, but not all.

**Internet**

We have four PCs with broadband internet access in the secure area, and two in the non-secure visitors area, as well as wi-fi access in conference rooms one and two. You are welcome to use mission PCs to send and receive email messages on your personal accounts (i.e. using an internet-accessed email account, e.g. xtra, hotmail, etc).

**Power supply and adaption**

The US has an 110VAC power supply and its own power plugs. You must bring all the power plugs and adapters you will need.

## **Security**

### **Security briefing**

Security is a primary responsibility of everyone – visitors and staff alike.

Our security measures are necessarily strict. We must rely on you to help us keep our guard up at all times, to be careful with combinations and, if you have them, to handle keys and access cards carefully and return them before you leave New York.

All delegates must receive a security briefing before they start work at the Mission. The extent of the briefing will depend on whether you hold a current MFAT security clearance and where you will be based in the Mission. Only MFAT delegates can be shown how to access the secure area of the mission.

### **Access**

Security staff at the building reception control entry to the building and elevator access. The Mission provides security staff with any visitors' names otherwise they will be declined entry.

MFAT visitors will be given a building access card on arrival by their liaison officer. You must ensure the card is returned before your departure. If a card is lost or stolen you must notify your liaison staff member immediately.

### **After hours access**

Delegates (non-MFAT) needing after-hours access to the office, computer systems or communications systems can only do so by special arrangement with the mission and in the presence of an MFAT seconded officer.

### **MFAT Secure Communications**

The Registrar will issue MFAT delegates with a removable hard drive for use in the Mission's PCs. Passwords for the hard drives can be obtained from the Registrar. As in Wellington, Merlin should be used rather than email for all messages with policy/sensitive content.

You must handle the hard drive in accordance with the Ministry's guidelines for confidential material, i.e. it must not be left unsupervised in a non-secure area, and it must be returned to the Registry at the end of each day.

Other delegates, (ie non-MFAT staff) irrespective of MFAT security clearance, are not permitted to use the Ministry's Local Area Network (LAN). If you need to send sensitive information through the MFAT secure messaging (Merlin) system, you should speak with your liaison staff member.

### **Virus checking**

All disks, CD-ROMs and USB keys – regardless of their source – must be virus checked by the Registrar before being used on any computer connected to the Ministry's LAN. This also applies to any media previously used in any laptop or other portable computing device (e.g. a Tablet).

## Money

**Tipping** Tipping is a normal part of life in the United States. Generally you should tip 15 – 20% for any services, though there are different customs for different services e.g.

Restaurant 20%  
Drink at a bar \$1 per drink  
Hotel doormen \$2 per bag or for taxi hailing

**Cash** Cash is often essential the United States. You should bring at least an initial amount (e.g. \$200) to cover contingencies such as airport transfer, tipping the doorman and other small necessities. After arrival, you can access cash from New Zealand accounts through cash machines (banks, local corner shops or pharmacies).

Credit cards are generally accepted at major shops and restaurants. It is not always possible to use New Zealand cash cards, however, at point of sale.

## Eating Out

**Representation** The mission uses a range of different restaurants for representational purposes. Please consult your liaison officer for an up to date list.

**Convenient places to eat or find food** Convenient places for eating out or getting food include:

Pret (ready to go sandwiches and drinks)  
42<sup>nd</sup> between Second and Third Ave

Delectica (sandwiches and salads)  
Third Avenue, between 37<sup>th</sup> and 38<sup>th</sup> Street

Macchiato (best coffee)  
44<sup>th</sup> between Third and Lexington Ave

The Milkshake Company (drinks and snacks, outside seating)  
Corner of 47<sup>th</sup> Street and First Ave

Goodburger (burgers)  
on Second between 42<sup>nd</sup> and 43<sup>rd</sup> Streets

The Amish Market (gourmet supermarket and deli)  
on 45<sup>th</sup> between Second and Third Ave

D'Agostino's (supermarket)  
Third Avenue and 39th

The United Nations also has a range of dining and cafeteria facilities.

## Getting around

**Introduction** It is an easy walk from the hotels recommended by the Mission to the Mission and the United Nations. Additional information on getting around Manhattan is provided below.

**Public transport** Using public transport is the most cost-effective way of getting around Manhattan.

Information on route maps, timetables and fares for buses and the subway running throughout Manhattan can be found on the New York public transport website:

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

**Using public transport** You must buy a ticket to enter the subway or gain access to a bus.

Tickets for use on all public transport (both buses and subways) can be purchased from subway stations. Subway tickets (Metrocards) can also be used on buses. Cash and credit cards are generally accepted. Note that buses only take Metrocards or coins, not notes.

The closest subway station to the Permanent Mission and the United Nations is Grand Central Station on 42<sup>nd</sup> and Third Avenue (entry close to the northwest or southwest corners).

**Yellow Cabs** Yellow cabs are generally freely available on Manhattan. They can be hailed from the curb at any time of the day and night, if their “light” is on (i.e. their taxi number on the top of the cab is lit up). They cannot be pre-ordered.

You should provide clear instructions to the taxi driver, in particular the intersection of your destination, naming the street first, and then the Avenue (e.g. the corner of 25<sup>th</sup> Street and First Avenue, or 4<sup>th</sup> and Second). A street address (i.e. 200 Fiftieth Street may meet with confusion and a long taxi ride).

**Office Car** The Mission has only one car which is generally used for the Permanent Representative to attend meetings, for administrative purposes and for visitors such as Ministers. You will need to make your own transport arrangements in New York.

## Your welfare

### Health System

The United States health system is more complex than New Zealand's and medical insurance is essential. Make sure that you carry your medical insurance details and credit card at all times. Please inform your liaison officer if you are unwell.

### Doctor

As a first point of entry into the US health system, you will generally see an internist. An internist may be able to treat common problems, but will often refer you to a specialist for further diagnosis and treatment.

Many staff at the mission use Dr Michael Bush as their internist, who practices relatively close to the UN. If you wish to use Dr Bush, his contact details are as follows:

Dr Michael Bush  
115 East 57<sup>th</sup> Street, Suite 630  
Ph: (212) 644-2522

### Pharmacy

Pharmacies are very common throughout Manhattan. The nearest pharmacy to the mission is:

Duane Reade  
Third Ave, bet. 41<sup>st</sup> and 42<sup>nd</sup> Streets

Prescriptions are very expensive: ensure that you have sufficient cash to pay the bill.

### In an emergency

In an emergency, you should phone 911.

The nearest hospital to the mission is NYU Hospital, 550 1<sup>st</sup> Avenue.

Other hospitals are Lenox Hill Hospital, 100 East 77<sup>th</sup> Street (between Park and Lexington Avenues), Mt Sinai Hospital, 1 Gustave L Levy Place, 1190 5<sup>th</sup> Avenue (at 100<sup>th</sup> Street), New York (Cornell) Hospital, 525 East 68<sup>th</sup> Street.

Please contact your liaison officer or any other mission staff member immediately if you have serious concerns about your health and/or are seeking emergency treatment.

The New York mission duty phone number is: (646) 942-1804.

**Water** It is safe to drink tap water in New York.

**Work/Life Balance** The United Nations meeting schedule and reporting requirements are demanding and can lead to intensive activity and long hours. You may need to pay extra attention to prioritizing your work and staying healthy. Please also bear in mind that mission staff face these demands throughout the year.

**Additional assistance** If there is any additional assistance or support you need, please approach your liaison staff member in the first instance.