

Reference  
Document



**UNEG**  
United Nations Evaluation Group

# UNEG Evaluation Practice Exchange (EPE) 2013 Report on Process and Lessons Learned

June 2013

## Introduction

1. This report details the process and lessons learned by the EPE Organizing Committee (OC) 2013 in planning, organizing and facilitating the EPE 2013 session in New York. The report has two main sections, one addressing the overall process followed and the other on the lessons learned from the process and EPE event that could be helpful to future OCs in planning other EPEs. Lastly, the report contains numerous annexes of material of documentation prepared by the OC and disseminated during the planning that may be helpful to future EPE OCs:

- Annex 1 - Letter to Session chairs
- Annex 2 - Checklist for presenters and session leaders
- Annex 3 - EPE Agenda 2013
- Annex 4 - Invitation to EPE
- Annex 5 - Feedback Survey
- Annex 6 - Results of Feedback survey
- Annex 7 - Logistical information

## Process of EPE 2013

2. **Membership and communication:** The EPE membership should be included on the group email address maintained by the UNEG Secretariat for ease of communication, for 2013 it was: "UNEG Evaluation Practice Exchange Seminar 2013" <uneg-tf-epe2013@list.unevaluation.org>

### 3. Work programme & deliverables EPE 2013

The EPE OC had three deliverables for 2013:

- Identify the topics and formats of the EPE 2013
- Conduct the EPE 2013 April 15 and April 16 2013, in New York.
- Prepare the EPE Summary report and Lessons Learned/process report

### 4. EPE 2013 Topics, Formats and Invitees

Due to the high level event featuring the UN Secretary General, the EPE 2013 was only and half days, April 15 and April 16 (until 1:30 pm).

The agenda included six thematic sessions, chaired by different agencies, that were run in parallel to allow maximum opportunity for participants to attend sessions of their interest, and allow sufficient time (2-3.5 hours per session) to explore the topics in depth. One new format was introduced this year, the "Open Space" format used in the humanitarian evaluation session.

The EPE OC adopted a new 'decentralized approach' for 2013, that sought to offer the opportunity for as many agencies and participants as possible to lead sessions. The OC also focused on organizing an EPE that was dynamic and interactive, utilizing differing formats and ensuring there was sufficient time for

networking over the 1.5 days. This was based on feedback from the 2012 UNEG EPE in which participants were grateful for the opportunity to do small group work, and share experiences, and was not too presentation heavy.

External participants were invited as resource people for two sessions, ALNAP and government officials and staff who had participated in MDG-Fund participatory evaluations. In 2012, the EPE OC invited one external presenter, and this was expanded significantly this year. This was well received and encouraged by the UNEG Chairs and OC, and something that may be taken forward for future EPEs.

## **5. Preparatory steps for EPE 2013**

The EPE OC incorporated information and lessons learned from the EPE OC 2011 and 2012 into the planning of the EPE 2013. Additionally, one of the co-chairs of the OC was a member of the EPE 2012.

### **a. Defining the themes (October –December 2012)**

In prior years, the EPE OC has surveyed members to suggest topics in July and August, but the EPE OC was only officially formed, and had its first meeting in October 2012, so it did not conduct a survey.

Instead, topics were considered that had been suggested at the 2012 UNEG Annual General Meeting, and proposals from UNEG members. There were a total of twelve themes/topics. These topics were then presented to the UNEG Coordination Committee, and the hosting committee for the UNEG 2013 evaluations week, made up of New York based agencies, during meetings and in a letter from the head of UNICEF's evaluation office.

Based on feedback from these consultations, the twelve themes were prioritized down to six.

### **The following were the six themes of the EPE:**

1. Managing evaluations
2. Enhancing participation and the use of new audio-visual technologies
3. National evaluation capacity development (NECD)
4. Evaluation in humanitarian and conflict affected contexts
5. Decentralizing evaluation
6. Knowledge management

**b. Decentralized Approach** (November 2012 – March 2013)

In previous years, as noted in previous lessons learned papers, members have been requested to submit proposals for Expressions of Interest in presenting at the EPE under the topic themes. The OC then organizes the sessions.

This year, it was decided to adopt a decentralized approach, and allow the opportunity for more interested organizations to lead sessions. Different agencies were responsible for organizing and leading the different sessions, while the OC was responsible for coordinating, and backstopping the process. The heads of Evaluation Offices were sent a letter asking them/their agencies to participate and contribute to the EPE programme by choosing to lead in the planning and running of one of the six themes/sessions. Many agencies registered their interest and this led to a collaborative effort. This process ensured that a variety of agencies were involved in the planning of the EPE and therefore bringing in different perspectives to the learning and sharing process. 12 or more agencies were represented in the 2013 EPE.

This also allowed greater flexibility to include topics that some agencies have a lot of expertise in, such as the use of new audio-visual technologies, but that it would perhaps be difficult to get other presenters, and speakers. For the first time also, topics such as knowledge management and conducting humanitarian evaluations were introduced to the EPE.

**c. Preparing the agenda** (January – February 2013)

In order to accommodate six different themes, and allow sufficient time (2-3.5 hours per session) to explore the topics in depth, the sessions were run in parallel.

The OC wanted to also allow maximum opportunity for participants to attend sessions of their interest, and needed to account for the fact that one of the two meeting rooms could only hold 50 people and 125 were expected.

Therefore preparing the agenda was quite complicated.

To identify which sessions would be the most popular, and prepare a schedule that would try to align members interest, a request was sent to all members to register for the EPE and also rank the session themes 1 through-6 in order of preference.

It was not possible to do this ranking on the UNEG website, so participants needed to click on a survey monkey link and do it on survey monkey.

The agenda also needed to be developed based on the amount of time that each of the session leaders wanted spent on their topic, between 2-3.5 hours. Based on the feedback, the agenda was developed (see Annex 3).

**d. EPE Support and direction to session leaders** (December 2012 to March 2013)

The EPE OC provided consistent support and direction to the session leaders with regular communication between the OC and the session chairs. Session leaders were requested to prepare a one page description that was available to UNEG members when they did the ranking process. The EPE OC outlined the responsibilities of the session leader/s (see Annex 1), and then requested that they provide detailed list of the logistics and other support (see Annex 2) prior to the EPE. The EPE OC also regularly followed up with the session leaders by phone to confirm progress on the responsibilities and clarify any concerns.

**e. Session Leaders**

Each agency leading a session decided the format and content of the session and identified who would present and/or facilitate parts of the session. Session leaders were encouraged to use innovative approaches and create plenty of opportunities for participants to share experiences.

Session leaders were responsible for liaising with other agencies in developing the programme

To ensure that the preparations were on track, the EPE OC provided the following guidelines and key milestones and requested the lead agencies to provide the following updates/inputs in the lead up to the EPE:

1. Provide a short description of the theme of the session to be included in the announcements to UNEG members – an example is attached – please send this by 18 December 2012.
2. Provide a final description of the format of the session and identification of presenters/facilitators – by 14 February 2013
3. Delivery of the session – 15/16 April
4. A write up of the session (including appointing a rapporteur) – by 15 May.

**f. Video**

The EPE sessions were video-taped and this was organized by the UNEG Secretariat. This is a good way moving forward for the promotion of evaluation after the EPE. However, one key learning is to ensure the consultant/s can provide good quality video footage, as this was not the case for this EPE. The video footage provided was of very poor quality. Some of the video footage may be made available at a later date on the UNEG website.

**g. Logistics** (December 2011 – April 2013)

To support logistical planning, the EPE OC relied heavily on administrative and managerial support of UNICEF. UNICEF organized all of the rooms, logistical, catering and registration process. Session leaders were asked to present their logistical needs and requirements well in advance to ensure their sessions went smoothly on the day.

Whereas the UNEG Secretariat regularly attended the 2012 EPE OC meetings, this was not the case for the 2013 EPE OC. This would have helped facilitate the process.

Logistical organization included:

**UNEG website:** There were problems with the UNEG website, and it was not possible to allow the online registration and a prioritization survey on the website. The UNEG website was used to post documents but there were many complaints about accessing documents and links, problems gaining access to the page that was dedicated to the EPE and generally accessing the website.

**Logistics package:** A package with information on airport, transportation, hotels, etc was prepared by a consultant that was recruited by the evaluation week hosting agencies to support the AGM and the EPE. This consultant was only recruited in March, but she prepared a logistics package that was posted on the UNEG website. A key learning here is that any external consultant hired to support the coordination of the EPE/events should be recruited well in advance, so that the EPE OC can have administrative support right at the start of the planning process.

**Rooms:** UNICEF booked several sized rooms for the session with a large plenary room and easy access to an open space for coffee breaks.

**Security:** UNICEF security was able to either prepare passes beforehand or on the morning of the EPE. New York based staff were asked to get their passes encoded in advance to help eliminate long lines during the security process and this worked really well.

**Video:** recorded sessions may become accessible on the UNEG site at a later date if the quality is deemed okay to go on the website.

**Cocktail:** On the first day of the EPE a cocktail reception courtesy of UNICEF was provided following the event as part of ensuring participants had enough time for networking. Following the second day, and the high level event, another cocktail was held, and during the AGM, and a separate self-pay dinner was organized.

## 6. Conducting the EPE 2013 (April 2013)

The EPE session was opened by Deborah Rugg (UNEG Chair/OIOS) and (Colin Kirk, UNICEF) with the EPE co-chairs providing talking points for each on such items as background to the EPE, number of participants and agencies in attendance, the purpose of the EPE, how it fit in with evaluation week, etc. The co-chairs also gave a brief introduction to the EPE – including and brief overview of each session/topics, logistics, formats and agenda before handing over to the session chairs. They also gave a brief overview of the 6 sessions organized into 3 parallel sessions.

**Time-keeping:** Not all sessions stayed within the allocated timeframe. Some discussions had to be cut short in order to allow for the next session to start.

**Reporting:** The different session leaders were required to submit a short half-page note that would be used in the closing session to the EPE co-chairs by the morning of the second day and a report on the session by May 15.

After the thematic sessions, the heads of the evaluation of the co-hosts (UNICEF and OCHA) provided a very brief concluding statement.

The EPE co-chairs then presented orally the key 3-4 learning points from each of the sessions based on the submissions of the session chairs. This was very rushed, as two of the sessions had just ended, and some of the session leaders submitted these points late.

#### 7. **Post-EPE steps** (May 2013)

- a. The EPE OC asked in person participants for immediate feedback near Evaluation/feedback: the end of the EPE session so that the EPE OC would have some immediate information to present to the AGM. The format (Annex 6) and results of this survey are available (Annex 7).
- b. Reports: The EPE OC drafted two reports: EPE session report (available on UNEG website) and process/lessons learned reports. The EPE session report focused on the content of the sessions and any major issues raised while the process/lessons learned report focused on process followed and lessons learned for future EPEs

## EPE 2013 Lessons Learned

#### 8. **Creation of EPE Task Force**

The EPE task force was not created until October, and this meant that it was not possible to **conduct and** EPE-related survey to ensure adequate response. It would be best to form the EPE OC in July, as has been the practice in past years. It will also be important for the UNEG Bureau/Secretariat to encourage agencies who have not hosted or participated in any of the EPEs so far to be part of the next EPE, to ensure new ideas and perspectives are being shared among UNEG members.

#### 9. **Length of time for EPE**

Due to the high level event featuring the UN Secretary General, the EPE 2013 was only 1.5 days, April 15 and April 16 (until 1:30 pm). Therefore, there was no time for a feedback session to the plenary on the different sessions, or to formally wrap up the meeting. This also meant that some sessions only had 2 hours and this was very rushed. The session on enhancing participation and the use of new audio-visual technologies, had only 10 minutes for discussion, people were disappointed not to be able to share experiences. A learning for future is to ensure there is enough time for discussion and sharing of ideas.

As recommended in 2012, and again here in 2013, the EPE should be at least 2 full days.

## 10. Decentralized Approach

This worked well and agencies took strong ownership to lead and organize the sessions. One thing that could have been done sooner would be to identify the themes and contact details of session leaders earlier to share with UNEG members, in case they wanted to join or present. But leaders were expected to reach out and did a good job of this. One key lesson from this process is that some sessions were not as creative/innovative as they could have been as the EPE OC had encouraged creativity/innovation in the planning of sessions.

## 11. Preparatory Steps

- a. **Date of EPE and AGM should be decided early by UNEG heads.** There were two possible dates and the delay in identifying the final date delayed the planning and preparations.
- b. **Prioritization/ registration and prioritization process was complicated** and there were separate messages sent out regarding EPE and AGM. It would be best if participants could register for both events at the same time, a more coordinated approach is needed for the next Evaluation week between the organizers of the AGM, evaluation week and the EPE. UNEG website was problematic during the registration/prioritization process and in the end it was unclear to participants what events they had or had not registered for.
- c. **Delay in transferring funds from UNEG/UNDP to host agency.** The EPE OC applied for and received funds from UNEG to pay for folders and other materials, the breakfast, coffee breaks and lunches. This request should be submitted as early as possible, as there were significant delays in transferring the funds, and this caused problems with finalizing catering well in advance of the time that had been agreed with the external caterers.
- d. **Availability of UNEG website and documents.** In the feedback survey, respondents gave the lowest scores regarding the availability of documents beforehand. This was due to problems with the UNEG website and because some session chairs did not submit documents beforehand. It should be possible for people to access the agenda and meeting documents on the UNEG website without signing in, and in 2012, there was a clear and separate page for the EPE with all of the documents which was easily accessible. This year the EPE page was difficult to access and some links did not lead to the document that was expected.

## 12. Communication

- a. Regular communication with Session Chairs early on clarifying expectations and deadlines is very helpful for coordinating the EPE.
- b. Regular communication and liaison with the UNEG Secretariat is key to ensure a smooth event; participation of the UNEG Secretariat would have been helpful.

- c. UNEG Coordination Committee (CC) meetings are a very useful forum for communicating issues, making requests and obtaining decisions on EPE questions. It was at one of these CC meetings that the decision was made to run parallel sessions.

### 13. Conducting the EPE

- a. **Time management** Allow for ample discussion time and try to focus less on clarification questions and more on those questions triggering substantive discussion. Use two full days, but do not necessarily plan the second half of day two in order to allow for discussion and exchange.
- b. **Prioritization Process** The ranking process was useful and necessary to plan the schedule, but it was not necessary that all people stick strictly to their original response. A lot of time was lost on the morning of the first day when participants were requested to look at how they ranked their preferences, which were pasted on a wall. The sheets were not clear, and in the end it did not matter whether they attended the session that they ranked higher.
- c. **Parallel sessions** The running of parallel sessions was well worth the extra effort that went into organizing the agenda. Respondents overwhelmingly rated this positively and were grateful for the chance to spend time on areas that they were most interested. Of course some people also said that they missed a session that they would have liked to attend because of a conflict in the programme, which could not be avoided.
- d. **Break out rooms** Rooms were provided by the host agency (UNICEF), but these rooms were not utilized by the session leaders who had a large group and caused some noise problems as participants stated in the survey, when a large group was divided into smaller groups and asked to work in the same space/room. The key learning is that break out rooms must be used when breaking up a large group of participants into smaller groups to ensure the quality of the conversations is not affected by too much noise.
- e. **Breakfast** The host provided breakfast to start the EPE on both days, as an opportunity for networking. Many colleagues appreciated this offer as well as the space to network before the sessions started.
- f. **Coffee breaks** The host provided coffee break refreshments outside the plenary room. This assisted in keeping to the schedule, streamlined the coffee break process and facilitated networking.
- g. **Lunch** Lunch was provided for the full day and a half of the EPE, to help increase the time for networking based on feedback from the 2012 EPE. This was well received by participants and a key learning for the next EPE.
- h. **Attendance** 130 people registered for the EPE, even though it was originally planned to cap it at 125. However, only about 100 people attended the event. It is important to have a lot of staff on hand for the first half day to handle the registration, and then have one person dedicated throughout the event for handling newly arriving people. UNICEF

provided these staff, and they were key to welcoming and receiving participants and ensuring the registration process went on smoothly.

- i. **Feedback** Discuss modalities for gathering feedback on the EPE. There was no room on the agenda for participants to share feedback on the substantive or logistical aspects of the EPE. Therefore a written survey sheet was handed out during the closing, and 45 people completed and submitted the survey. This has been helpful in identifying feedback on the organization, the formats, and the content of the EPE.

#### 14. **Session format**

At the end of EPE, participants provided feedback that they appreciated the mixture of plenary sessions, presentations, and small group work. One new format was introduced this year, the “Open Space” format used in the humanitarian evaluation session. This was well received in the feedback comments, as it gave participants an opportunity to engage with the themes that they were most interested in.

#### 15. **Video**

The EPE sessions were video-taped, and this was organized by the UNEG Secretariat. Unfortunately the quality of the filming and production completed by the external contractor was very poor quality. Even though they were given clear directions to only film certain parts (about 30 minutes of each session) they submitted an unedited version of the whole event. Since the quality was so poor, it was not deemed to be worth the effort required for the session chairs to select the 5 minute clips for each session.

#### 16. **Team member presence at the EPE**

Organizing Committee members should be supported by their entity to attend the EPE. Their presence considerably helps the UNEG Secretariat and co-chairs to ensure a smooth event. As noted earlier, the hosting agency staff from UNICEF also played a key role.

## Annex 1: Sample Letter to Session Chairs

13 December 2012

Mr. Gianluca Giuman  
Monitoring and Evaluation Specialist  
MDG-F Secretariat  
220 East 42nd Street,  
DN-2018,  
New York, NY 10017

Dear Gianluca,

Thank you for your interest in leading a session for EPE 2013. The EPE will follow a decentralized approach in order to ensure a variety of agencies to participate and lead session of their interest and choice.

We have prioritized and now have an interim short list of 6 themes as follows:

Themes

1. Managing evaluations (UNFPA lead agency)
2. The use of new technology in evaluation (MDG Fund lead agency)
3. National Evaluation capacity development (UNDP lead agency to be confirmed)
4. Evaluation in Humanitarian and conflict affected context (OCHA lead agency)
5. Decentralized evaluation (UNCDF lead agency to be confirmed)
6. Knowledge Management (DPI lead agency)

In line with the “decentralized approach” the Organizing Committee is following in arranging the EPE, we would ask each agency offering to lead a session to outline the format of the session and indicate who they propose as presenters and/or facilitators. We encourage innovative approaches and plenty of opportunities for participants to share experiences.

We would ask that the lead agency will liaise with other agencies in developing the programme, so that we hear a cross section of experience from various agencies. Each session will run for about 2 hours but where there is sufficient interest we would welcome proposals for double sessions spanning two 2 hour sessions.

To ensure we stay on track, we are providing the following guidelines and key milestones and request the lead agencies to provide the following updates/inputs in the lead up to the EPE:

1. Provide a short description of the theme of the session that you will be leading - a maximum of one page (see example attached). This will be included in the announcements to UNEG members – an example is attached – please send this by 18 December 2012.
2. Provide a final description of the format of the session and identification of presenters/facilitators – by 14 February 2013
3. Delivery of the session – 15/16 April or 22/23 April tbc
4. A write up of the session (including appointing a rapporteur) – by 15 May.

The Organizing Committee will coordinate these activities, aim to resolve any issues and keep everyone informed of progress. Please contact any member of the Organizing Committee if you require further guidance or support. The members are:

Abigail Taylor Jones (UNICEF) [abtaylor@unicef.org](mailto:abtaylor@unicef.org)

Cynthia Viveros-Cano (OIOS) [viveros-cano@un.org](mailto:viveros-cano@un.org)

Geeta Dey (UNICEF) [dgey@unicef.org](mailto:dgey@unicef.org)

Jin Zhang (UNEG Secretariat) [jin-zhang@undp.org](mailto:jin-zhang@undp.org)

Jock Paul (OIOS) [paul11@un.org](mailto:paul11@un.org)

Maria Agnese Giordano (OCHA) [giordano2@un.org](mailto:giordano2@un.org)

Maria J Santamaria Hergueta (WHO) [santamariam@who.int](mailto:santamariam@who.int)

Olivia Roberts (UNFPA) [roberts@unfpa.org](mailto:roberts@unfpa.org)

Roberto La Rovere (UNDP) [Roberto-la.rovere@undp.org](mailto:Roberto-la.rovere@undp.org)

Roberto Laurenti (ESCWA) [laurentir@un.org](mailto:laurentir@un.org)

Shatho Joy Nfila (OIOS) [nfilas@un.org](mailto:nfilas@un.org)

We thank you again for your interest and look forward to receiving your one page description.

Best regards

Abigail Taylor Jones and Jock Paul

## Annex 2: Checklist for Presenters and Session Leaders

### EPE 2013 - A Checklist for Session Leaders/Presenters

**Where will your session be held?:** The EPE is been hosted at UNICEF House and all sessions will be held in Labouisse Hall located on the lower ground floor and Danny Kaye Centre located on the 1<sup>st</sup> floor, opposite the main lobby as we will be running parallel sessions. Please note that only the EPE is being hosted at UNICEF House, information on the other events related to the ‘Evaluation Week’ which are the high level event and the AGM will come directly from the UNEG Secretariat. **The Danny Kaye room will also be used for the breakfast, coffee breaks and lunch. We will work out a way of separation – however, we ask that all coffee breaks and lunch breaks are adhered to as noted on the programme – to ensure we can run the coffee breaks and lunch breaks smoothly.**

**Will there be space for group work?:** There will space for group work and the room will already be set up in this format to encourage group work and sharing – the main rooms Labouisse hall and Danny Kaye centre will also be arranged in a format that will encourage learning, sharing and interaction in smaller groups amongst participants (in the form of a cabaret style). There will also be space for break-out sessions away from the main rooms –in total 3 break-out rooms which are located on the 15<sup>th</sup> floor (**Rooms 1550, 1582 and 15<sup>th</sup> floor open space area**). In the case where there is a panel as will be the case for the KM session) there will be a platform space for the panel to be seated at the front of the room, but the overall set up for the rest of the room will remain as stated above. **If you plan to have break sessions, please let us so that we can ensure the 15<sup>th</sup> floor rooms can be allocated appropriately between each parallel session.**

**Be creative and innovative with your session:** The EPE Organizing Committee (EPE OC) is encouraging presenters/facilitators to be creative with their sessions, with a mixture of plenary and group work style approach with a strong emphasis on group work to encourage sharing of ideas. If your session is taking the usual plenary format style, please remember to allocate enough time for discussion and sharing/exchange of ideas and information. We also ask that session leaders and present ensure there is time for feedback on each of their sessions.

**External presenters as part of your session:** The OC is encouraging session leaders to have external presenters as part of their sessions where possible/feasible which will ensure there is some external perspective. We are not allowed to invite external guests though, please do take note of this. If you are having an external presenter/s as part of your session, please don’t forget to send in the list of their names to the EPE OC, especially to Abigail and Geeta at UNICEF, so that the front desk is presented with a list of expected external visitors in advance to speed up the security check process. All external visitors will need to present a photo ID on arrival.

[abtaylor@unicef.org](mailto:abtaylor@unicef.org) – Abigail Taylor Jones (UNICEF)  
[gdeay@unicef.org](mailto:gdeay@unicef.org) - Geeta Dey (UNICEF)

**PowerPoint, other presentations and material relevant to your session:** Please send all your PowerPoint presentations in advance to the EPE OC, if you are preparing one for your session – email them to the joint co-chairs, Jock and Abigail, so that the presentations can be made available on the UNEG website to participants in advance of the EPE. **Please send us all presentations by March 28 2013. Send them to the co-chairs Abigail and Jock:**

[paul11@un.org](mailto:paul11@un.org) – Jock Paul (OCHA)  
[abtaylor@unicef.org](mailto:abtaylor@unicef.org) - Abigail Taylor Jones (UNICEF)

**Additional Information for participants:** please remember to prepare additional information (based on your one page descriptions) to inform participants in greater detail about your session. These should also be sent to the EPE OC, so that we can ensure they are uploaded to the EPE page on the UNEG website.

**Display for publications, posters, other relevant evaluation material:** There will be space dedicated for the sharing of resources, so if you have specific publications that you would like to share with others, please ensure to bring these along with you or send them in advance if they are bulky, marked for my colleague Geeta Dey at UNICEF House, and we will ensure these are displayed throughout the EPE.

**Facilitator/s:** You may need a facilitator, please remember to appoint one as part of your planning.

**Rapporteur/s:** Please remember to appoint a rapporteur for your session to ensure feedback at plenary sessions, especially those sessions with the opportunity for break-out sessions, as well as to ensure there is a summary of the discussions. We will also require a 2/3 page report of each session, which will feed into the final lessons learned report; the EPE OC has to present to the AGM/Secretariat.

**Logistical/admin arrangements:** Please remember to let the EPE OC know your requirements with regard to the equipment you will need to ensure your session runs smoothly e.g. PowerPoint projector, flip chart, pens etc. and whether you will be taking opportunity of the using the two break-out rooms that are available as already mentioned above. **Please let us know by March 18 so that we can ensure preparations are in place well in advance.**

**Registration of participants:** The registration process has been done at the same time as the prioritization process, as we did not want to run two separate processes which would have taken more time, and more of the members' time too to first prioritize and then register.

**Questions:** If you have any questions or need any clarification, please don't hesitate to contact the following members of the EPE OC:

Email	Name
<a href="mailto:abtaylor@unicef.org">abtaylor@unicef.org</a>	Abigail Taylor Jones
<a href="mailto:gdey@unicef.org">gdey@unicef.org</a>	Geeta Dey
<a href="mailto:nfilas@un.org">nfilas@un.org</a>	Shatho Joy Nfila
<a href="mailto:paul11@un.org">paul11@un.org</a>	Jock Paul
<a href="mailto:roberto.la.rovere@undp.org">roberto.la.rovere@undp.org</a>	Roberto La Rovere
<a href="mailto:roberts@unfpa.org">roberts@unfpa.org</a>	Olivia Roberts
<a href="mailto:santamariam@who.int">santamariam@who.int</a>	SANTAMARIA HERGUETA, Maria J.
<a href="mailto:jin.zhang@undp.org">jin.zhang@undp.org</a>	Jin Zhang
<a href="mailto:viveros-cano@un.org">viveros-cano@un.org</a>	Cynthia Viveros-Cano

## Annex 3: EPE Agenda 2013

Final programme for EPE 2013 – Monday 15 (full day) and Tuesday 16 April (half day only)

Monday April 15

8:45-9:15	9:15-9:45	9:45-11:00	11:00-11:30	11:30-12:15	12:15-13:45
<b>Networking Session</b>  Security check then Proceed to light breakfast  Breakfast will be in the Danny Kaye Centre (opposite lobby)	<b>Plenary Session</b>  Welcome by Deborah Rugg and Colin Kirk  Brief Introduction of EPE Programme by co-chairs Jock Paul (OCHA) and Abigail Taylor Jones (UNICEF)  Plenary sessions will be held in Labouisse Hall (basement)	<b>Parallel Sessions</b>  Theme: Knowledge management and traditional evaluations -benefitting from both efforts  Danny Kaye (opposite lobby)  Theme: Enhancing participation and the use of new audio-visual technologies  Labouisse Hall (basement)	<b>Coffee break</b>  All coffee breaks will be in the Danny Kaye Centre (opposite lobby)	<b>Parallel Sessions</b>  Theme: Knowledge management and traditional evaluations -benefitting from both efforts  Danny Kaye (opposite lobby)  Theme: Enhancing participation and the use of new audio-visual technologies  Labouisse Hall (basement)	<b>Networking Session Lunch provided</b>  Served in Danny Kaye centre (opposite lobby)

13.45-15.30	15.30-16.00	16.00-17.45	18.00 onwards
<b>Parallel Sessions:</b>  Theme: Managing Evaluations  Labouisse Hall with break out rooms on 15 <sup>th</sup> floor (15 <sup>th</sup> floor open space, 1550 and 1582)  Theme: Decentralizing Evaluation  Danny Kaye Centre with break out rooms on 15 <sup>th</sup> floor (15 <sup>th</sup> floor open space, 1550 and 1582)	<b>Coffee break</b>  Danny Kaye Centre (opposite lobby)	<b>Parallel Sessions:</b>  Theme: Managing Evaluations  Labouisse Hall with break out rooms on 15 <sup>th</sup> floor (15 <sup>th</sup> floor open space, 1550 and 1582)  Theme: Decentralizing Evaluation  Danny Kaye Centre with break out rooms on 15 <sup>th</sup> floor (15 <sup>th</sup> floor open space, 1550 and 1582)	<b>Evening Networking Session</b>  EPE Cocktail Event  Danny Kaye Centre (opposite lobby)

**Tuesday April 16 (morning only)**

8.45-9.15	9.15-11:00	11:00-11:30	11.30-12:45	12.45-13:15	13:15-14:00
<b>Networking Session</b>  Security check and proceed to light breakfast  Danny Kaye Centre (opposite lobby)	<b>Parallel Sessions :</b>  Theme: Evaluation in Humanitarian and conflict affected contexts Labouisse Hall  Theme: National Evaluation Capacity Development Danny Kaye Centre	Coffee break  Danny Kaye centre	<b>Parallel Sessions :</b>  Theme: Evaluation in Humanitarian and conflict affected contexts Labouisse Hall  Theme: National Evaluation Capacity Development Danny Kaye Centre	Closing plenary session and Lessons Learned for 2014  Wrap up and close  Labouisse Hall (basement)	Networking Session Lunch provided  Served in Danny Kaye centre (opposite lobby)

Directions – finding your way to the different rooms in UNICEF House that have been allocated for the EPE	
<b>Danny Kaye Centre:</b>	is located opposite the front lobby – please ensure you go through security before proceeding to Danny Kaye Centre
<b>Labouisse Hall:</b>	is located in the basement (follow the signs for Labouisse Hall)
<b>Break out rooms are located on the 15<sup>th</sup> floor:</b> (15 <sup>th</sup> floor open space, 1550 and 1582)	– please use the elevators by going down the small flight of stairs in the main lobby to reach the 15 <sup>th</sup> floor, (do not use elevators located close to the Cafeteria (these do not give you direct access to the 15 <sup>th</sup> floor, you will have to change on the 13 <sup>th</sup> floor to another elevator to get to the 15 <sup>th</sup> floor – more complicated. So, please ensure you use the elevators that are located down the small flight of stairs in the main lobby for direct access to 15 <sup>th</sup> floor.

**Parallel Sessions (includes time required to get to break out rooms on 15<sup>th</sup> floor)**

**2 hours:**

Knowledge management and traditional evaluations -benefitting from both efforts  
 Enhancing participation and the use of new audio-visual technologies

**3 hours:**

Evaluation in the Humanitarian and conflict affected contexts  
 National Evaluation Capacity Development

**3.5 hours:**

Managing Evaluations  
 Decentralizing Evaluation

## Annex 4: Invitation to EPE



30 January 2013

Subject: UNEG Evaluation Practice Exchange April 15 and 16 2013

Dear UNEG members,

On behalf of the UNEG Evaluation Practice Exchange (EPE) organizing committee, we are pleased to inform you that the dates for the UNEG Evaluation Practice Exchange (EPE) are confirmed for April 15 and 16 2013, in New York.

The EPE 2013 will follow a decentralized approach in which a variety of agencies will lead and coordinate sessions of their interest and choice. Based on feedback from last years' EPE, guidance from the UNEG Annual General Meeting, and proposals from UNEG members, the six themes presented below will form the basis of the programme and sessions for the EPE this year:

1. Managing evaluations
2. Inter-sectoral Joint programme evaluations, enhancing participation and the Use of New audio-visual Technologies
3. National Evaluation Capacity Development
4. Evaluation in humanitarian and conflict affected contexts
5. Decentralizing evaluation
6. Knowledge Management

If you are interested in contributing to any of the themes, (if your agency is not already amongst the leading agencies), let the Organizing Committee know, and we will put you in touch with the theme leaders, who are already in the process of planning the sessions.

There will also be an opportunity to share other evaluation material during the EPE, and space will be provided for books and publications, and displaying of posters or other material. We will send you more information on this, along with the registration process in due course.

As we get closer to the EPE, more information will be shared regarding the substantive sessions, as well as logistic and administrative instructions. The Organizing Committee plans to open up the registration for the EPE on February 11. Due to capacity constraints of the venue, registration will be limited to first 125 participants. The registration process will close when we reach the maximum capacity or on March 15. The registration process will be online via the

UNEG website as was the case in 2012. All materials and announcements relevant to the EPE will be posted on the UNEG website.

We look forward to your participation in the EPE.

Best regards,

The image shows two handwritten signatures in black ink. The signature on the left is 'Jock Paul' and the signature on the right is 'A. Taylor Jones'. Both signatures are written in a cursive, flowing style.

**Jock Paul (OCHA) and Abigail Taylor Jones (UNICEF)**  
**UNEG EPE 2013 Organizing Committee Co-chairs**

## Annex 5: Feedback Survey

### Feedback on the Evaluation Practice Exchange Seminar 2013

Dear Colleagues: We would be most grateful to receive your feedback on the organisation of the **Evaluation Practice Exchange Seminar 2013** and to request your comments and suggestions on ways to improve the organisation of the seminar for next year. The first page covers the EPE broadly and page two seeks your feedback on the thematic sessions.

#### 1. How would you rate the organisation and running of the EPE with regard to:

	Very good	Good	Average	Poor	Very Poor	Additional Comments
a. Overall organisation of the EPE Seminar	<input type="checkbox"/>					
b. Ease of registration/prioritization	<input type="checkbox"/>					
c. Opportunity to attend and choose from parallel sessions	<input type="checkbox"/>					
d. Availability of documents prior to EPE	<input type="checkbox"/>					
e. Provision of useful information	<input type="checkbox"/>					
f. Venue (room, facilities etc)	<input type="checkbox"/>					
g. Relevance of thematic topics	<input type="checkbox"/>					
h. Time allocated to each session	<input type="checkbox"/>					
i. Choice of evaluation speakers/experts	<input type="checkbox"/>					
j. Opportunity for exchange of ideas with colleagues	<input type="checkbox"/>					
k.						

#### 2. What could have been done more and better?

3. Do you have any other comments on the EPE that could be shared with the UNEG AGM, or considered in future planning? (duration, format, possible themes for next year, etc)

4. Thematic Parallel Sessions

Indicate if you attended this session	How would you rate the thematic session with regard to	Very good	Good	Average	Poor	Very Poor	Additional Comments
Knowledge management and traditional evaluations <input type="checkbox"/>	a. Overall relevance and usefulness of the session	<input type="checkbox"/>					
	b. Presentations and organizations of the session	<input type="checkbox"/>					
	c. Time allocated to session	<input type="checkbox"/>					
Enhancing participation and the use of new audio-visual technologies <input type="checkbox"/>	d. Overall relevance and usefulness of the session	<input type="checkbox"/>					
	e. Presentations and organizations of the session	<input type="checkbox"/>					
	f. Time allocated to session	<input type="checkbox"/>					
Managing Evaluations <input type="checkbox"/>	g. Overall relevance and usefulness of the session	<input type="checkbox"/>					
	h. Presentations and organizations of the session	<input type="checkbox"/>					
	i. Time allocated to session	<input type="checkbox"/>					
Decentralizing	j. Overall relevance and usefulness of the	<input type="checkbox"/>					

Evaluation <input type="checkbox"/>	session						
	k. Presentations and organizations of the session	<input type="checkbox"/>					
	l. Time allocated to session	<input type="checkbox"/>					
Evaluation in the Humanitarian and conflict affected contexts <input type="checkbox"/>	m. Overall relevance and usefulness of the session	<input type="checkbox"/>					
	n. Presentations and organizations of the session	<input type="checkbox"/>					
	o. Time allocated to session	<input type="checkbox"/>					
National Evaluation Capacity Development <input type="checkbox"/>	p. Overall relevance and usefulness of the session	<input type="checkbox"/>					
	q. Presentations and organizations of the session	<input type="checkbox"/>					
	r. Time allocated to session	<input type="checkbox"/>					

5. The panel presentations and discussions have been video-recorded and will be available on line. Do you plan on consulting these videos, or recommending them to colleagues?

Yes

No

## Annex 6: Results of Feedback survey

### Evaluation EPE 2013 Results:

#### 1. How would you rate the organization and running of the EPE with regard to:

	Very good	good	avg	poor	very poor	NR
Overall Organization:	21/44	20/44	2/44			1/44
Ease of Registration/prioritization:	18/44	14/44	10/44	2/44		
Opportunity to attend and choose from parallel session:	12/44	24/44	5/44	2/44		2/44
Availability of documents prior to EPE:	8/44	19/44	13/44	2/44	1/44	1/44
Provision of useful information:	12/44	24/44	7/44			1/44
Venue (room, facilities, etc)	8/44	20/44	12/44	2/44		2/44
Relevance of thematic topics:	12/44	16/44	13/44	2/44		1/44
Time allocated to each session:	9/44	28/44	6/44	1/44		
Choice of evaluation speakers/experts:	10/44	25/44	7/44	1/44		1/44
Opportunity for exchange of ideas with colleagues:	20/44	21/44	1/44	1/44		1/44

#### 2. What could have been done more and better?

Wide Range of topics

EPE @ a location where the participants would stay together all the time

Need more practical approaches

Didn't like the format of the sessions

Shorter concurrent sessions to allow more choices

Organization of sessions + prioritization for attendance

A more training component

Comparison of techniques

Force colleagues to present on practical exchange and hands-on guidance on how they solved key challenge:

Info of event about details of sessions

Match parallel sessions so that generic and specialized topics run parallel rather than specialized/specialized

More time allocated to group discussions

Better panel facilitation

Practice exchange workshops need to focus also on substantive discussions of methods

Ensure sessions have a strong element of being in generic relevance to evaluation function

To many emails prior to session

Registration was not straight forward

Better Projector for presentations

Bit more space in the rooms, better lighting, wi-fi capabilities, and water stations should be provided.

#### 3. Do you have any other comments on the EPE that could be shared with the UNEG AGM, or considered in future planning?

The open space approach worked very well, thanks for encouraging discussion.

Format and logistics were great. There were lots of fruitful exchanges on the relevant context selected for the EPE

Organizers were great, breaks were very useful for networking.

Duration: One more day; Format: follow-up for virtual exchange

Larger than AGM (3 Days) with more themes; Exchange of practices.

Possible themes for next year: management of joint evaluations

Great job

Evaluation  
Week  
2013



**UNEG**  
United Nations Evaluation Group

## Logistical Information

# UNEG 2013 Evaluation Week

**Dates:** 15 - 19 April 2013

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

**Host agencies:** DPKO OCHA OIOS 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 2013 Evaluation week** will be held on **15 April to 19 April 2013** at the United Nations Headquarters in New York.

EVENT	DATE	TIME	VENUE
<b>EPE</b>	15 April	<i>To be confirmed</i>	UNICEF House
	16 April	<i>To be confirmed</i>	UNICEF House
<b>High-level Panel HLP</b>	16 April	3 p.m. to 5:30 p.m.	Dag Hammarskjöld Library Auditorium
<b>AGM</b>	17 April	9 a.m. to 6 p.m.	Conference room 5
	18 April	9 a.m. to 6 p.m.	Conference room 5
	19 April	9 a.m. to 5:30 p.m. ( <u>Closed sessions</u> )	Conference room 5

**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 Members - Registration required**

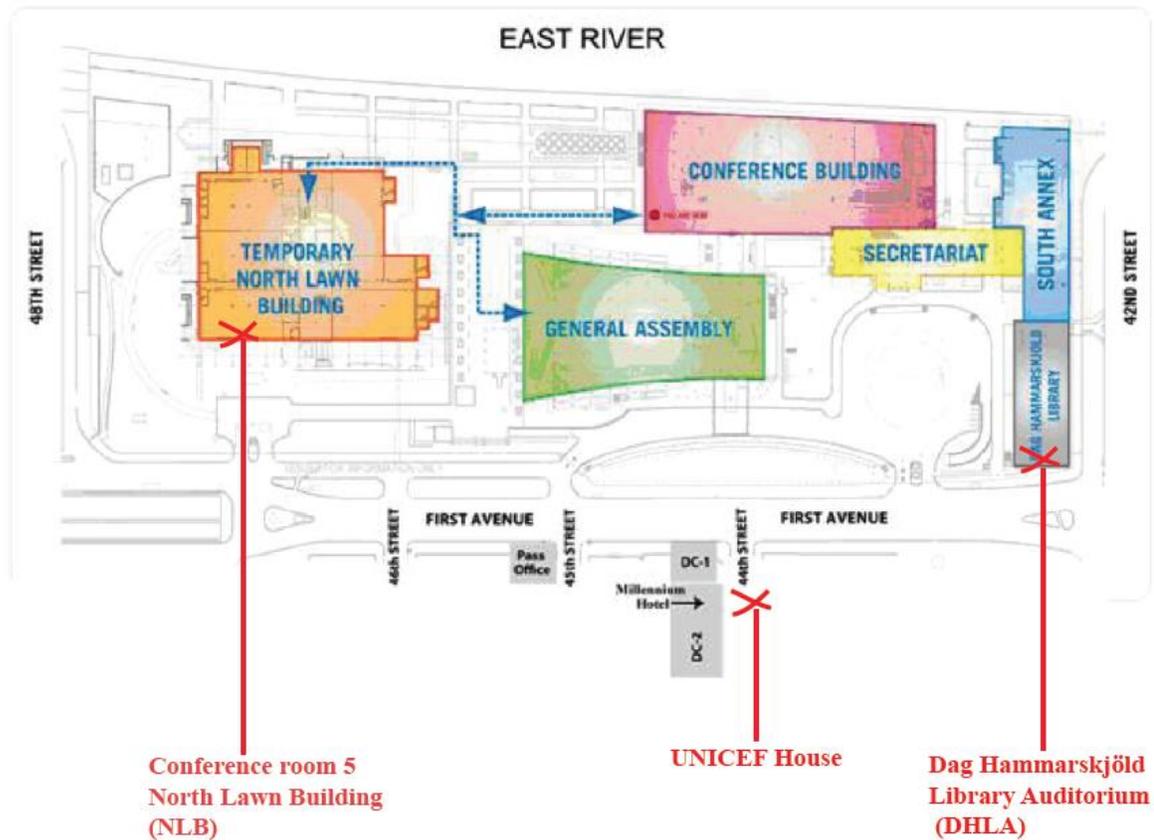
**HLP:** The high-level panel will discuss whether or not the United Nations is achieving its objectives, how evaluation is contributing to the measuring of the results, if evaluation findings and recommendations are actually used for programme and policy improvements, and how the collective capacity of UN programmes can be built to improve its evaluation ability.

- ***Who can attend?* UNEG Members - Registration required**

**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 2013 AGM are as follows: To review the UNEG Independent Assessment; To review the implementation of the UNEG Programme of Work 2012/2013; To review the functioning of UNEG as a professional network, including the modalities of working together; To decide on priority areas of UNEG work over the coming year and to define the modes of implementation of the UNEG Programme of Work 2013/2014.

- ***Who can attend?***  
**April 17<sup>th</sup> and 18<sup>th</sup>: UNEG Members - Registration required**  
**April 19<sup>th</sup>: UNEG Heads or Designated representative - Registration required**

## North Lawn Site Interim Access Plan



### Building access

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

**Dag Hammarskjöld Library Auditorium (DHLA)** and the **Conference room 5** (2<sup>nd</sup> floor) in the North Lawn Building are located at The United Nations Headquarters on First Avenue between 42<sup>nd</sup> and 46<sup>th</sup> Streets.

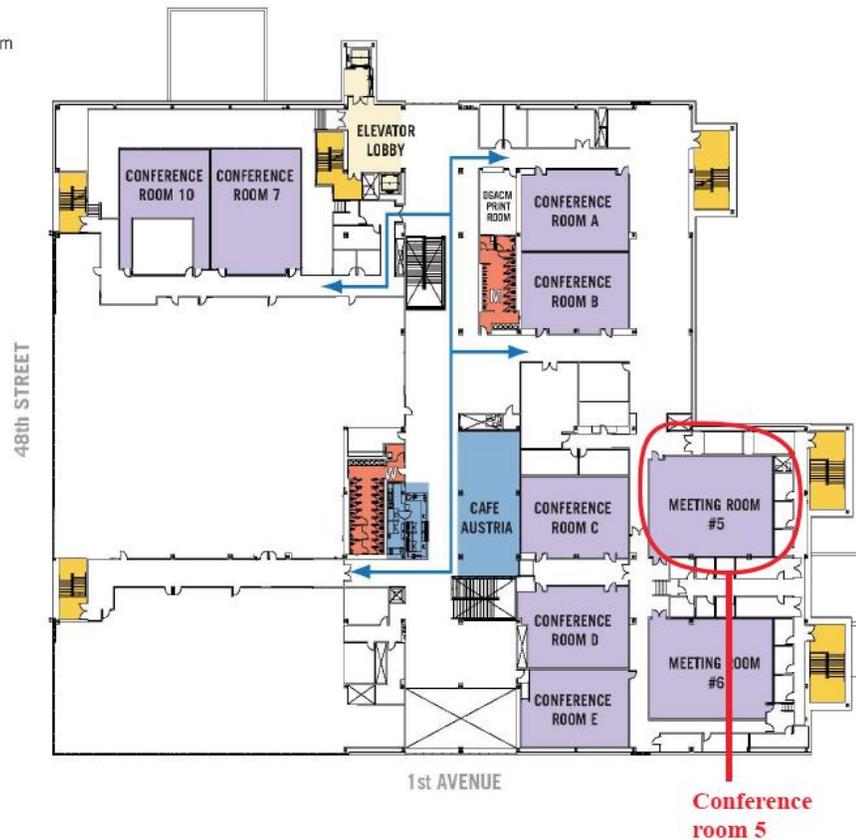
For access to DHLA and Conference room 5, please enter the United Nations premises through the Visitor's Entrance located on First Avenue, between 45<sup>th</sup> and 46<sup>th</sup> Streets (via the security tent). A valid photo ID will be required (e.g. passport). If you have a valid UNLP or a New York UN Ground pass (staff member only) – you can access to DHLA on 42<sup>nd</sup> Street and First Avenue.

# Temporary North Lawn Building

## Key Elements, 2nd Floor

### FLOOR PLAN KEY

- Fire Stairs
- Lounge/Cafe
- Elevator Lobby
- Conference Room
- Restroom
- ↔ Routes



## Online registration

For technical reasons, participants interested in attending sessions of the UNEG 2013 Evaluation Week need to be registered online. This facilitates security and logistics work and allows a proper recording of attendance.

For the **EPE**, you could find a short description of all 6 themes on the UNEG website at [www.unevaluation.org](http://www.unevaluation.org) with a link within that page to do the registration/prioritization exercise, **which in effect registered you for the EPE event**. Please use your username and password to log in - then click on *News and Update* – then click *UNEG 2013 Evaluation Practice Exchange Seminar*.

Please note that the deadline for registration was 4<sup>th</sup> March 2013.

For the **High-level Panel** event and the **AGM**, please visit the UNEG website at [www.unevaluation.org](http://www.unevaluation.org) to register and select each session you wish to attend. Please use your username and password to log in - then click on *News and Update* – then click *UNEG 2013 Annual General Meeting 2013 + High-level Panel + Social Programme*. Please note that the deadline for online registration is 1<sup>st</sup> April 2013.

## **Badges and conference passes**

Valid UNLP, UN New York Ground 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 our Event Coordinator Celine Adotevi, [celine.adotevi@undp.org](mailto:celine.adotevi@undp.org), no later than April 1<sup>st</sup> 2013 in order to arrange for conference passes.

## **Visa requirements**

Participants are responsible to obtain 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 2013 Evaluation Week will adopt a paperless approach. Participants will have access to all documents and statements on the UNEG website [www.unevaluation.org](http://www.unevaluation.org) as they become available. You will need your username and password to log in - then click on *News and Update*. We highly recommend all participants to 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), a dinner, a guided tour (please bring your UN ID from your duty station) of the United Nations and other activities. Participants interested in attending the social programme, should register online through the UNEG website. Additional information on schedules and costs are available on the website.

Please contact our Event Coordinator at [celine.adotevi@undp.com](mailto:celine.adotevi@undp.com), as early as possible, to indicate any dietary restrictions. Deadline for registration is March 18<sup>th</sup> 2013.

## **Contact information**

If you have any questions regarding the UNEG 2013 Evaluation Week, please contact us at [celine.adotevi@undp.com](mailto:celine.adotevi@undp.com),

## **Services at the UN Headquarters**

### **Banks**

JP Morgan Chase Bank has a branch located at One United Nations Plaza, between 1<sup>st</sup> Avenue and 44<sup>th</sup> St (M-F: 8 a.m. to 6 p.m.). There is an (Automated Teller Machines) ATM and foreign currency exchange at the bank. An ATM is also available in the North Lawn Building (1<sup>st</sup> and 2<sup>nd</sup> floors).

### **Bookstore**

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

### **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 neighbourhoods:

- MenuPages at [www.menupages.com](http://www.menupages.com)
- Open Table at [www.opentable.com](http://www.opentable.com)
- Zagat at [www.zagat.com](http://www.zagat.com)

### **ICT services**

The United Nations provides areas with computers for visitors as well as wireless connection throughout Headquarters. The computer area is located on the 1<sup>st</sup> floor in the North Lawn Building, entrance on 1<sup>st</sup> Avenue and 46<sup>th</sup> Street.

### **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 1<sup>st</sup> Avenue 46<sup>th</sup> Street, 5<sup>th</sup> floor  
Tel: 212 963 7090  
Monday to Friday: 9.00 a.m. - 5.00 p.m.  
Physicians available: 9.00 a.m. - 5.00 p.m.
- **DC1 Building**, One UN Plaza, 787 First Avenue, Room DC1-1190,  
Tel: 212 963 8990  
Monday to Friday: 9.00 a.m. to 5.00 p.m.
- **UNICEF House**, Three United Nations Plaza, 44<sup>th</sup> Street between 1<sup>st</sup> and 2<sup>nd</sup> 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.

### **Parking facilities**

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

### **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.

### **Postal services**

The UN Post Office is located in the United Nations Headquarters on 1<sup>st</sup> Avenue, between 45<sup>th</sup> and 46<sup>th</sup> 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 44<sup>th</sup> and 45<sup>th</sup> Streets, from M-F: 7:30 a.m. to 9 p.m. and Saturday: 7:30a.m. to 1p.m.

### **Security**

The United Nations Security and Safety Service operates on a 24-hour basis:  
Tel: 917 367 9520 [NLB, Room 02071].

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.*

## **Snacks and 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.*

- **Café Austria**  
North Lawn Building, 1<sup>st</sup> Avenue at 47<sup>th</sup> St, 2<sup>nd</sup> Floor  
Hours: M-F: 8 a.m. - 6 p.m.
- **DC1 Cafeteria**  
One UN Plaza, 1<sup>st</sup> Avenue between 44<sup>th</sup> and 45<sup>th</sup> St, 3<sup>rd</sup> Floor  
Hours: M-F: 8 a.m. - 4 p.m.
- **UNICEF Café**  
Three UN Plaza, 44<sup>th</sup> St between 1<sup>st</sup> and 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor  
Hours: M-F: 8:30 a.m. - 4:30 p.m.

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

**Aburiya Kinnoyake (Japanese)**  
213 E 45<sup>th</sup> St, between 2<sup>nd</sup> and 3<sup>rd</sup> Avenue  
(212) 867-5454

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

**Ali Baba's Terrace (Turkish)**  
862 2<sup>nd</sup> Avenue at 46<sup>th</sup> St  
(212) 888-8622

**East Japanese Restaurant**  
210 E 44<sup>th</sup> St, between 2<sup>nd</sup> and 3<sup>rd</sup> Avenue  
(212) 687-5075

**Dean's Family Style Restaurant and Pizzeria**  
801 2<sup>nd</sup> Avenue between 42<sup>nd</sup> and 43<sup>rd</sup> St  
(212) 878-9600

**Garden Plaza**  
303 E 44<sup>th</sup> St, between 1<sup>st</sup> and 2<sup>nd</sup> Avenue  
(212) 338-9604

**Amish Market**

**Grand Central Oyster Bar**  
98 E at 42<sup>nd</sup> St at Grand Central Terminal.

Enter at Vanderbilt Avenue between 42<sup>nd</sup> and 43<sup>rd</sup> St  
(212) 490-6650

**John's Coffee Shop**  
823 2<sup>nd</sup> Avenue at 44<sup>th</sup> St  
(212) 867-4955

**Pizza Rustica**  
817 2<sup>nd</sup> Avenue, between 43<sup>rd</sup> and 44<sup>th</sup> St  
(212) 697-8848

**Pheonix Garden (Chinese)**  
242 E. 40<sup>th</sup> St, between 2<sup>nd</sup> and 3<sup>rd</sup> Avenue  
(212) 983-6666

**Sushi Yasuda (Japanese)**  
204 E 43<sup>rd</sup> St, between 2<sup>nd</sup> and 3<sup>rd</sup> Avenue  
(212) 972-1001

**Shih Lee's Chinese Eatery**  
311 W 45<sup>th</sup> St, between 1<sup>st</sup> and 2<sup>nd</sup> Avenue

**Sparks Steak House**  
210 E 46<sup>th</sup> St, between 2<sup>nd</sup> and 3<sup>rd</sup> Avenue  
(212) 687-4855

**The Palm**  
2<sup>nd</sup> Avenue, between 44<sup>th</sup> and 45<sup>th</sup> St  
(212) 687-2953

## 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](mailto:unsec@aexp.com).

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

- Single: trip fare is \$2.50
- 7-Day Metro Card costs \$29.00 (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 1<sup>st</sup> Avenue.
- **Buses:** Coming from Lower Manhattan, M15 will stop on 1<sup>st</sup> Avenue in front of the United Nations. From Uptown, M15 will run on 2<sup>nd</sup> Avenue and stop on 46<sup>th</sup> Street and 42<sup>nd</sup>. M42 or M104 will both stop on 42<sup>nd</sup> and 1<sup>st</sup> Avenue in both directions.
- **New York City taxis** are available from any destination.



## Airport information

Three airports are serving 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: \$5 Enter/Exit Fare + Subway Fare (\$2.50)  
Time: 55 minutes
  - [New York Airport Service Express Bus](#)  
Cost: \$15  
Time: 45 - 65 minutes (longer at peak hours)
  - [SuperShuttle Manhattan](#) Shared door to door minibus  
Cost: \$23  
Time: 45 - 75 minutes (depending on traffic)
  - **Taxi**  
Cost: Flat rate \$52 plus tolls (\$4.00 each) + tips (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: \$12  
Time: 30 - 45 minutes (longer at peak hours)
  - [SuperShuttle Manhattan](#) Shared door to door minibus  
Cost: \$15 - \$19  
Time: 45 - 75 minutes (depending on traffic)
  - **Taxi**  
Cost: Flat rate \$21 - \$30 plus tolls (\$4.00 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: \$5 + NJ Transit Fare (\$6.55)  
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: \$23  
Time: 30 - 60 minutes (depending on traffic)
- **Taxi**  
Cost: Flat rate \$30 - \$45 plus tolls (\$6.00 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](http://www.xe.com)

### **New York Attractions**

Things to do (museums, events, musicals etc)

[www.gonyc.about.com](http://www.gonyc.about.com); [www.timeout.com](http://www.timeout.com); [www.nycgo.com](http://www.nycgo.com); [www.time.com](http://www.time.com);

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

[Safety Tips for Travelers](#)

### **Time**

For the time difference between New York and your country, please refer to: [www.timeanddate.com](http://www.timeanddate.com)

### **Weather**

To check the weather in New York, please refer to: [www.weather.com](http://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.booking.com/city/us/new-york](http://www.booking.com/city/us/new-york)
- [www.bookit.com/us/new-york](http://www.bookit.com/us/new-york)
- [www.expedia.com/New-York-Hotels](http://www.expedia.com/New-York-Hotels)
- [www.orbitz.com/hotels/NewYork](http://www.orbitz.com/hotels/NewYork)
- [www.quikbook.com/newyork](http://www.quikbook.com/newyork)

## 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 Bryan Park. Then trains 7 to Grand Central.
- From **Midtown East to UN Headquarters** | **Subway:** (*See map page 11*).
- From **Midtown West to UN Headquarters** | **Subway:** (*See map page 11*).
- 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 51<sup>st</sup> Street. Then walk east and south to 1<sup>st</sup> Avenue and 46<sup>th</sup> Street. Trains N, R, Q to 59<sup>th</sup> Street. Then trains 4, 5, 6 to Grand Central. Train F to B to Bryan Park. Then trains 7 to Grand Central.

## NEW YORK CITY HOTEL LIST

### HOTEL ROOMS AT THE UNITED NATIONS PREFERENTIAL RATES

VALID FROM 14 TO 21 APRIL 2013

Attached below is a non-exhaustive list of hotels in the vicinity of the United Nations Headquarters. Preferential rates are applicable for all 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 and must be booked with a credit card. Please check with the hotel for their cancellation policy.

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

HOTEL	CATEGORY	PRICE
<b>AFFINIA 50</b> 155 East 50th Street, NY 10022 Tel: (+1) 1 212 751 5710   Fax: (+1) 212 753 1468 Website: <a href="http://www.affinia.com">www.affinia.com</a>	***	<b>\$324-\$361</b>
<b>AFFINIA DUMONT</b> 150 West 34th Street, NY 10016 Tel: (+1) 212 481 7600   Fax: (+1) 212 889 8856 Website: <a href="http://www.affinia.com">www.affinia.com</a>	****	<b>\$309 (studio)</b>
<b>ALGONQUIN</b> 59 West 44th Street, NY 10036 Tel: (+1) 212 840 6800 Website: <a href="http://www.algonquinhotel.com">www.algonquinhotel.com</a>	****	<b>\$409-\$475</b>
<b>AMERITANIA</b> 230 West 54th Street, NY 10019 Tel: (+1) 212 247 5000   Fax: (+1) 212 247 3313 Email: <a href="mailto:ameritania@amsterdamhospitality.com">ameritania@amsterdamhospitality.com</a> Website: <a href="http://www.ameritaniannyc.com">www.ameritaniannyc.com</a>	***	<b>\$255 (+ \$10 breakfast)</b>

<b>HOTEL</b>	<b>CATEGORY</b>	<b>PRICE</b>
<b>AMSTERDAM COURT</b> 226 West 50th Street, NY 10019 Tel: (+1) 212 459 1000   Fax: (+1) 212 397 8787 Email: <a href="mailto:amsterdamicourt@amsterdamhospitality.com">amsterdamicourt@amsterdamhospitality.com</a> Website: <a href="http://www.crshotels.com">www.crshotels.com</a>	***	<b>\$255 (+ \$10 breakfast)</b>
<b>BENJAMIN</b> 125 East 50th Street, NY 10022 Tel: (+1) 212 753 2700   Fax: (+1) 212 715 2525 Website: <a href="http://www.thebenjamin.com">www.thebenjamin.com</a>	****	<b>\$404 (+ \$20 breakfast)</b>
<b>BENTLEY</b> 500 East 62nd Street, NY 10065 Tel: (+1) 212 644 6000   Fax: 212 207 4800 Email: <a href="mailto:bentley@amsterdamhospitality.com">bentley@amsterdamhospitality.com</a> Website: <a href="http://www.bentleyhotelnyc.com">www.bentleyhotelnyc.com</a>	****	<b>\$189-\$219</b>
<b>HILTON MANHATTAN (TUDOR) FORMELY CROWNE PLAZA</b> 304 East 42nd Street, NY 10017 Tel: (+1) 212 986 8800 Website: <a href="http://www3.hilton.com">www3.hilton.com</a>	****	<b>\$329-\$349 (+ \$10 breakfast)</b>
<b>FITZPATRICK GRAND</b> 141 East 44th Street, NY 10017 Tel: (+1) 212 784 2520   Fax: (+1) 212 355 1371 Email: <a href="mailto:reservations@fitzpatrickhotels.com">reservations@fitzpatrickhotels.com</a> Website: <a href="http://www.fitzpatrickhotels.com">www.fitzpatrickhotels.com</a>	***	<b>\$289 (+ breakfast)</b>
<b>GRAND HYATT NEW YORK</b> 109 East 42nd Street, NY 10017 Tel: (+1) 212 883 1234   Fax: (+1) 212 697 3772 Website: <a href="http://www.grandnewyork.hyatt.com">www.grandnewyork.hyatt.com</a>	****	<b>\$319-\$400</b>

<b>HOTEL</b>	<b>CATEGORY</b>	<b>PRICE</b>
<b>HELMSLEY NEW YORK</b> 212 East 42nd Street, NY 10017 Tel: (+1) 212 490 8900 Website: <a href="http://www.helmsleyparklane.com">www.helmsleyparklane.com</a>	***	<b>\$329</b>
<b>HOTEL</b>	<b>CATEGORY</b>	<b>PRICE</b>
<b>MARCEL</b> 201 East 24th Street, NY 10010 Tel: (+1) 212 696 3800   Fax: (+1) 212 696 0077 Email: <a href="mailto:marcel@amsterdamhospitality.com">marcel@amsterdamhospitality.com</a> Website: <a href="http://www.themarcelatgramercy.com">www.themarcelatgramercy.com</a>	***	<b>\$329</b>
<b>HOTEL</b>	<b>CATEGORY</b>	<b>PRICE</b>
<b>MARRIOTT COURTYARD</b> 866 Third Avenue at 53rd Street, NY 10022 Tel: (+1) 212 644 1300   Fax: (+1) 212 317 7940 Website: <a href="http://www.marriott.com">www.marriott.com</a>	***	<b>\$216-\$241</b>
<b>HOTEL</b>	<b>CATEGORY</b>	<b>PRICE</b>
<b>MARRIOTT EAST SIDE</b> 525 Lexington Avenue at 49th Street, NY 10017 Tel: (+1) 212 755 4000   Fax: (+1) 212 755 4000 Website: <a href="http://www.marriott.com">www.marriott.com</a>	***	<b>\$241-\$216</b>
<b>HOTEL</b>	<b>CATEGORY</b>	<b>PRICE</b>
<b>MILLENNIUM UN PLAZA</b> One UN Plaza at 44th Street, NY 10017 Tel: (+1) 212 758 1234   Fax: (+1) 212 702 5051 Email: <a href="mailto:unres1@mill-usa.com">unres1@mill-usa.com</a> Website: <a href="http://www.millenniumhotels.com">www.millenniumhotels.com</a>	****	<b>\$271-\$289</b>
<b>HOTEL</b>	<b>CATEGORY</b>	<b>PRICE</b>
<b>MODERNE</b> 243 West 55th Street, NY 10019 Tel: (+1) 212 397 6767   Fax: (+1) 212 397 8787 Email: <a href="mailto:moderne@amsterdamhospitality.com">moderne@amsterdamhospitality.com</a> Website: <a href="http://www.modernehotelnyc.com">www.modernehotelnyc.com</a>	****	<b>\$309</b>

<b>HOTEL</b>	<b>CATEGORY</b>	<b>PRICE</b>
<b>RADISSON LEXINGTON</b> 511 Lexington Avenue at 48th Street, NY 10017 Tel: (+1) 212 755 4400   Fax: (+1) 212 308 0194 Website: <a href="http://www.lexingtonhotelnyc.com">www.lexingtonhotelnyc.com</a>	***	<b>\$289-\$309</b>
<b>RENAISSANCE (HOTEL 57)</b> 130 East 57th Street, NY 10022 Tel: (+1) 212 753 8841   Fax: (+1) 212 838 4767 Website: <a href="http://www.marriott.com">www.marriott.com</a>	****	<b>\$216-\$241</b>
<b>ROGER SMITH</b> 501 Lexington Avenue, at 48th Street, NY 10017 Tel: (+1) 212 755 1400   Fax: (+1) 212 758 4061 Email: <a href="mailto:reservations@rogersmith.com">reservations@rogersmith.com</a> Website: <a href="http://www.rogersmith.com">www.rogersmith.com</a>	***	<b>\$260</b>
<b>ROOSEVELT</b> 45 East 45th Street, at Madison Avenue, NY 10017 Tel: (+1) 212 661 9600   Fax: (+1) 212 885 6168 Website: <a href="http://www.theroosevelthotel.com">www.theroosevelthotel.com</a>	***	<b>\$179-\$209</b>
<b>SHELBURNE MURRAY HILL</b> 303 Lexington Avenue at 37th Street, NY 10016 Tel: (+1) 212 689 5200   Fax: (+1) 212 779 7068 Website: <a href="http://www.affinia.com">www.affinia.com</a>	****	<b>\$209-\$229</b>
<b>THE ALEX</b> 205 East 45th Street, NY 10017 Tel: (+1) 212 867 5100   Fax: (+1) 212 867 7878 Email: <a href="mailto:info@thealexhotel.com">info@thealexhotel.com</a> Website: <a href="http://www.thealexhotel.com">www.thealexhotel.com</a>	****	<b>\$409 (studio)</b>
<b>W</b> 541 Lexington Avenue, at 49th Street, NY 10022 Tel: (+1) 212 7551200 Website: <a href="http://www.wnewyork.com">www.wnewyork.com</a>	****	<b>\$423-\$476</b>