



## New York Resource Guide

### Thirteenth session of the United Nations Forum on Forests

7-11 May 2018, United Nations Headquarters, New York

This information note has been compiled to assist participants in the thirteenth session of the United Nations Forum on Forests (UNFF13).

#### Administrative Arrangements for the Meeting

UNFF13 will be held from 7-11 May 2018. The session will be held at the United Nations Headquarters (UNHQ) in the Trusteeship Council Chamber and Conference Room 4 in the Conference Building (CB). The meeting will start at 10:00 a.m. and finish at 6 p.m. daily. Please enter the UNHQ premises through the Visitor's Entrance located on First Avenue (between East 45th & East 46th Streets).

#### Working Language

UNFF13 will be conducted in all six official United Nations languages.

#### Accreditation and Grounds Passes

- **Member States Representatives**

Accreditation to official meetings at UN Headquarters is processed by the UN Protocol and Liaison Service via the online system "eAccreditation" available through the eDelegate Portal at <http://delegate.un.int>. Authorized users of the permanent missions may follow the "eAccreditation" guidelines, which can be found at [www.un.int/protocol](http://www.un.int/protocol), to submit requests for registration of members of delegations to temporary meetings.

Representatives of member States, including government-nominated advisers and experts, are requested to contact their permanent missions to the UN in New York to facilitate the issuance of their grounds passes for access to UNHQ. (A list of all Permanent Missions, and contact information is available at [www.un.int/protocol/protocol/blue-book](http://www.un.int/protocol/protocol/blue-book))

Once the request is submitted online, it will be reviewed and processed by the Protocol and Liaison Service. Upon approval, the authorized users of the permanent missions will receive via email an approval notification with a unique reference number. The authorized users of the permanent missions must ensure a printed copy of the respective approval notification be given to members of the delegation before they proceed to the Pass and ID Unit.

For issuance of a UN grounds pass at the Pass and ID Unit, delegates are required to present a printed copy of the approval notification, along with their passport or government issued photo ID. Normal office hours for the UN Pass and ID Unit are Monday through Friday, from 9:00 am to 4:00 pm

The UN Pass and ID Unit is located at:

320 East 45th Street (between 1<sup>st</sup> and 2<sup>nd</sup> Ave), Tel: 1-212-963-7533



- **Intergovernmental Organizations (IGOs) with Observer Status to the United Nations**

Representatives of accredited IGOs, please log on to the “eAccreditation” system via <https://delegate.un.int> and complete an online accreditation form for each member of the delegation.

Accredited IGOs already registered with the “eAccreditation” system should inform the Protocol and Liaison Service in writing of the composition of delegation (names with functional titles and affiliations) attending the specific UN official meeting at UNHQ. The letter should be stamped and signed by the head of the organization, then sent to the Protocol Office by fax to 1-212-963-1921 or by email to [unprotocol@un.org](mailto:unprotocol@un.org). If sent by email, please specify the name of the organization in the subject line.

Representatives of IGOs with observer status to the UN are advised to contact their liaison offices in New York to facilitate the issuance of their grounds passes.

IGOs with Observer Status to the UN that do not have offices in New York should inform the Protocol and Liaison Service in writing of the composition of delegation (names with functional titles and affiliations) attending the specific UN official meeting at UNHQ. The letter should be stamped and signed by the head of the organization; provide in the letter the name and an official email address of a focal point of the organization to receive the accreditation approval notifications; (gmail, hotmail, aol, etc. are not accepted.); attach an SG.6 form (request for temporary grounds pass) for each member of the delegation. The SG.6 form(s) must be duly completed, sealed/stamped and signed by the head of chancery or administrative officer. The form(s) must be submitted together with the covering letter in one package to the office of Protocol and Liaison Service by fax to 1-212-963-1921 or by email to [unprotocol@un.org](mailto:unprotocol@un.org). The SG.6 form can be found on the Protocol website at [www.un.int/protocol](http://www.un.int/protocol) under “Registration Forms”.

Upon verification of information, the Protocol and Liaison Service will provide the necessary paperwork for grounds pass issuance.

- **IGOs and regional entities with observer status to the United Nations Forum on Forests**

International and regional entities with observer status to the Forum should refer to the Accreditation Guidelines for IGOs away from New York. The following IGOs have been granted observer status by the Forum:

- African Forest Forum (AFF)
- Amazonian Cooperation Treaty Organization (ACTO)
- Asia Forest Partnership (AFP)
- Association of Southeast Asian Nations (ASEAN)
- Center for International Forestry Research (CIFOR)
- Central African Forests Commission (COMIFAC)
- World Agroforestry Centre (ICRAF)
- International Network for Bamboo and Rattan (INBAR)
- International Tropical Timber Organization (ITTO)
- Ministerial Conference on the Protection of Forests in Europe (MCPFE)
- Montreal Process
- Secretariat of the Pacific Community
- Secretariat of the Tehran Process for Low Forest Cover Countries (LFCCs)



- **Major Groups organizations and other stakeholders**

Major Groups organizations that are accredited with the Economic and Social Council of the UN (ECOSOC) and the former Commission on Sustainable Development (CSD) are encouraged to participate in UNFF-related meetings. The Forum welcomes the participation of the nine major groups as identified in Chapter 23 of Agenda 21, including: women, children and youth, indigenous people, non-governmental organizations, local authorities, workers and trade unions, business and industry, scientific and technological communities, and farmers and small forest landowners. Please verify that your organization is accredited with the Economic and Social Council of the UN (ECOSOC) log in here to see if your organization is accredited: <http://esango.un.org/civilsociety/newLogin.do?sessionCheck=false>

Accredited Major Groups organizations can register for meetings and events at UN Headquarters in New York through the INDICO platform which has replaced the registration functionality of CSO Net. INDICO is an open source platform customized by our colleagues at the UN Office in Geneva, where it is used for all event registrations. You can find more information about INDICO here: <https://reg.unog.ch/about>

- **Media Accreditation**

Media representatives wishing to attend UNFF-related meetings should contact the Media Accreditation & Liaison Unit of the UN Department of Public Information [www.un.org/en/media/accreditation/](http://www.un.org/en/media/accreditation/)

- **International and regional entities without observer status**

International and regional entities without observer status to the UNFF may send their participation requests to the Forum Secretariat, via an official letter on the organization's letter-head and signed by the Chief Executive listing the names, dates of participation, and contact information of each representative being nominated to attend the UNFF-related meeting. Please send the letter to Mr. Manoel Sobral Filho, Director, UN Forum on Forests Secretariat, Two UN Plaza, DC2-2301, New York, NY 10017, USA or Fax: +1 917 367 3186.

## Hotels

Arrangements for hotels need to be made by individual participants (or their Mission) at hotels of their own choice. Please note that a credit card is normally required to make a reservation, participants should plan accordingly. A list of hotels in the vicinity of UNHQ is provided on the next page.

Participants should make the necessary reservations at least one week prior to the event. Participants can contact hotels directly, or contact your country's Mission to the UN which may be able to assist you (contact details can be found at [www.un.org/en/members/](http://www.un.org/en/members/) ).



<b>HOTEL NAME</b>	<b>HOTEL ADDRESS</b>	<b>TEL NO.</b>
Affinia	155 East 50 <sup>th</sup> Street	212-751-5710
Affinia Dumont	150 <sup>th</sup> East 34 <sup>th</sup> Street	212-481-7600
Algonquin	59 West 44 <sup>th</sup> Street	212-840-6800
Ambassador	140 East 63 <sup>rd</sup> Street	212-838-5700
Amsterdam Court	226 West 50 <sup>th</sup> Street	212-459-1000
Beekman Hotel	3 Mitchell Place	212-355-7300
Benjamin	125 East 50 <sup>th</sup> Street	212-753-2700
Bentley	500 East 62 <sup>nd</sup> Street	212-644-6000
Crown Plaza Hotel	304 East 42 <sup>nd</sup> Street	212-986-8800
D/Tree Metropolitan	569 Lexington Avenue and 53 <sup>rd</sup> Street	212-752-7000
Eastgate Tower Hotel	222 East 39 <sup>th</sup> Street	212-687-8000
Envoy Club	377 East 33 <sup>rd</sup> Street	212-481-4600
Fitzpatrick	141 East 44 <sup>th</sup> Street	212-784-2520
Grand Hyatt New York	109 East 42 <sup>nd</sup> Street	212-883-1234
Hemsley Middle Town	148 East 48 <sup>th</sup> Street	212-755-3000
Hemsley New York	212 East 42 <sup>nd</sup> Street	212-490-8900
Hemsley Park Lane	36 Central	212-521-6239
Hilton Manhattan East	304 East 42 <sup>nd</sup> Street	212-986-8800
Marcel	201 East 24 <sup>th</sup> Street and 3 <sup>rd</sup> Avenue	212-696-3800
Melrose Hotel	140 East 63 <sup>rd</sup> Street	212-838-5700
Millennium Hilton New York	1 Un Plaza	212-758-1234
Moderne Hotel	243 West 55 <sup>th</sup> Street	212-397-6767
Paramount Hotel	235 West 46 <sup>th</sup> Street	212-764-5500
Pod Hotel	230 East 51 <sup>st</sup> Street	212-355-0300
Radisson Lexington	511 Lexington Avenue	212-755-4400
Roger Smith	501 Lexington Avenue	212-755-1400
Shelburne Murray Hill	303 Lexington Avenue	212-689-5200
Southgate Tower Hotel	371 7 <sup>th</sup> Avenue	212-563-1800
Surrey Hotel	20 East 76 <sup>th</sup> Street	212-288-3700
Warwick	65 West 54 <sup>th</sup> Street	212-247-2700
Dylan Hotel	52 East 41 <sup>st</sup> Street	212-338-0500
The Alex	205 East 45 <sup>th</sup> Street	212-867-5100
Dream Hotel	210 West 55 <sup>th</sup> Street	212-247-2000
70 Park Avenue Hotel	70 Park Avenue	212-973-2400
Roosevelt Hotel	45 East 45 <sup>H</sup> Street at Madison Avenue	212-661-9600