

CSW64

Commission on the Status of Women



**BEIJING+25: REALIZING GENDER
EQUALITY AND THE EMPOWERMENT
OF ALL WOMEN AND GIRLS**

9-20 March 2020

Information Note for Participants

**COMMISSION ON THE STATUS OF WOMEN
SIXTY-FOURTH SESSION**

**UN HEADQUARTERS, NEW YORK
9-20 MARCH 2020**

Status as of 12 February 2020

1. Background

The sixty-fourth session of the Commission on the Status of Women (CSW64) will take place from 9 to 20 March 2020, at United Nations Headquarters in New York, USA. On the occasion of the 25th anniversary of the Fourth World Conference on Women, the Commission will undertake a review and appraisal of the implementation of the Beijing Declaration and Platform for Action and the outcomes of the twenty-third special session of the General Assembly. It will assess current challenges that affect the implementation of the Platform for Action and the achievement of gender equality and the empowerment of women. It will also contribute towards the full realization of the 2030 Agenda for Sustainable Development through a gender perspective.

The ten-day session will include a ministerial segment with ministerial round tables and other high-level interactive dialogues, a general discussion and a series of interactive dialogues. The proposed organization of work, documentation for the session and concept notes for interactive dialogues are available at <https://www.unwomen.org/en/csw/csw64-2020>.

In addition, Member States and United Nations entities will organize side events on UN premises and nearby locations to draw attention to ongoing work. Information on side events will be available on the meeting website: <https://www.unwomen.org/en/csw/csw64-2020/side-events>.

See CSW64 brochure [here](#)¹.

UN CSW64 APP with timetables and other useful information will be ready for download on smart phones and tablets in early March <https://www.unwomen.org/en/csw/mobile-app>.

2. Provisional agenda, proposed organization of work and schedule of meetings

The provisional agenda, proposed organization of work and all other documentation and information for the session is available on the website at <https://www.unwomen.org/en/csw/csw64-2020>.

For the duration of the session, the daily Journal of the United Nations will publish the most up-to-date information on the time and locations of official meetings of the session. The online Journal is available here <https://journal.un.org/classic/en/officials/>.

¹ Available in Arabic, English, French and Spanish.

3. PaperSmart services

PaperSmart services will be offered for the formal meetings of CSW. Delegations wishing to circulate their statements for the general discussion electronically through the PaperSmart Portal are invited to send a copy of the statement at least one hour in advance of delivery to papersmart3@un.org. The title and date of the meeting and the agenda item should be indicated in the heading of the statement and in the subject line of the e-mail. The statements will be made available on the PaperSmart Portal following its delivery by delegations.

Delegations are also asked to bring 12 copies of their statement to the Conference Officer in the meeting room before their statement is delivered, to help facilitate interpretation services.

4. Interpretation

Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths, must be made in advance through the Meetings Management Section (telephone: 212 963 7351; email: gmeets@un.org). The interpreter or the guide provided by the delegation should be brought by the delegation to the Conference Officer's desk 30 minutes prior to the delivery of the statement.

5. Registration and hours of operation of the UN Pass and ID Office

Registration of official delegations of Member States, observers and intergovernmental organizations, as well as specialized agencies and related organizations will be carried out by the Protocol and Liaison Service of the United Nations. To obtain UN grounds passes, permanent missions/offices are required to submit their registration requests by using the online eRegistration system, available through the e-deleGATE portal at <https://delegate.un.int>, by the deadline of 26 February 2020. Delegations wishing to obtain information on the system may refer to the updated "Guidelines on eRegistration" and "Frequently asked questions" sections posted on the Protocol and Liaison Service website (<https://protocol.un.org>).

Additional information on registration for [IGOs away from New York](https://protocol.un.org/dgacm/pls/site.nsf/files/IGO/$FILE/Accreditation%20Guidelines%20for%20IGOs_REV6_%20Aug%202017.pdf) can be found at this link: [https://protocol.un.org/dgacm/pls/site.nsf/files/IGO/\\$FILE/Accreditation%20Guidelines%20for%20IGOs_REV6_%20Aug%202017.pdf](https://protocol.un.org/dgacm/pls/site.nsf/files/IGO/$FILE/Accreditation%20Guidelines%20for%20IGOs_REV6_%20Aug%202017.pdf)

Delegations are strongly encouraged to collect delegates' grounds passes ahead of the session, as long lines and waiting periods must be expected, especially during the first two days of the session, at the UN Pass and ID Office. The UN Pass and ID Office, located at 320 East 45th Street, is open between 9:00 am and 4:00 pm, Monday through Friday. Extended opening hours will be in place during the first week of the session, as well as the weekend prior to the session (see below).

Representatives of non-governmental organizations in consultative status with ECOSOC who have been registered and approved by their organizations to attend may collect a UN grounds

pass at the UN Pass and ID Office in March 2020. Specifics regarding on-site check-in and issuance of grounds passes, such as location and opening hours, are provided through NGO advisories and on the [NGO participation pages of the CSW website](#).

Invited speakers and panelists for the session will be registered separately by the CSW secretariat.

The opening hours for the UN Pass and ID Office and UNITAR Building during CSW64 are as follows:

- | | |
|-----------------------------------|---------------------------------------|
| • Friday, 6 March | 0900-1600 (Pass and ID Office) |
| • Saturday, 7 March | 0900-1900 (Pass and ID Office) |
| • Sunday, 8 March | 0900-1900 (Pass and ID Office) |
| • Monday, 9 March | 0700-1800 (Pass and ID Office) |
| • Monday, 9 March | 0700-0900/1600-1800 (UNITAR Building) |
| • Tuesday, 10 March | 0700-1800 (Pass and ID Office) |
| • Tuesday, 10 March | 0700-0900/1600-1800 (UNITAR Building) |
| • Wednesday - Friday, 11-13 March | 0900-1600 (Pass and ID Office) |
| • Monday - Friday, 16-20 March | 0900-1600 (Pass and ID Office) |

Kindly note that luggage or suitcases are not allowed in the Pass and ID office and on UN premises.

6. Access to the United Nations building

Participants may access UN Headquarters at the following points:

- 45th Street and First Avenue: Delegates' entrance (for VIP pass holders and government/observer delegates only)
- 46th Street and First Avenue: Public entrance (NGOs, speakers/panelists with SETs, UN staff and all other delegates)

7. Venue and seating arrangements

The opening of CSW64 will take place on 9 March 2020, at 10.00 am, in the General Assembly Hall. Delegates and other participants are encouraged to be seated at 9.40 am. The formal opening will be preceded by a traditional ceremony and a musical performance, starting at 9.45 am. It is expected that Conference room 4 will serve as the overflow room for the opening meeting.

At the opening meeting, the fourth-floor balcony of the General Assembly Hall will be limited to NGO grounds pass holders with special event tickets.

The subsequent meetings of the Commission will be held in the following rooms:

- 9 March, 3.00 – 6.00 pm: Conference room 4
- 10 March, 10.00 am to 1.00 pm and 3.00 to 6.00 pm: General Assembly Hall
- 11 March to 20 March: Conference room 4.

The seating of delegations in Conference room 4 will include: the 45 Member States of the Commission in alphabetical order starting at the right side of the first row; followed by Observer States and non-Member States.

UN system entities, intergovernmental organizations and other participants will be seated, space permitting, on the lower gallery to the right side of the room. NGO grounds pass holders with special event tickets will be seated on the fourth-floor balcony.

Capacity constraints in the General Assembly Hall and Conference room 4 and resulting safety considerations (i.e. overcrowding) may require restriction of access.

8. Access to the General Assembly Hall and second floor

During the first two days of the session, i.e. 9 and 10 March, access to the General Assembly Hall and to the second floor of the General Assembly and Conference Building will require a regular delegate's pass and a secondary access card. The access cards are transferable strictly among members of a delegation only.

For that purpose, the Protocol and Liaison Service will proceed as follows:

(a) Every **permanent mission** will be issued six (6) "GA Hall secondary access cards" for access to the General Assembly Hall and eight (8) "second floor secondary access cards" for access to the second floor of the General Assembly and Conference Building.

NOTE: VIP pass holders (Cabinet Ministers and above) and Permanent Representatives have access to this area without secondary access cards at all times.

(b) Each **intergovernmental organization** will be issued two (2) "GA Hall secondary access cards" and two (2) "second floor secondary access cards" for access to the second floor of the General Assembly and Conference Building.

(c) Each **specialized agency** will receive one (1) "GA Hall secondary access card" and two (2) "second floor secondary access cards" for access to the second floor of the General Assembly and Conference Building.

These arrangements apply only for the first two days of the session, i.e. 9 and 10 March.

The above secondary access cards for 9 and 10 March 2020 will be distributed by the Protocol and Liaison Service starting 4 March through 6 March in the Protocol Office at Room S-0200 during Protocol office hours.

9. Side events, exhibition and information desk

Information regarding side events can be found on the meeting website <https://www.unwomen.org/en/csw/csw64-2020> and the CSW64 mobile App. Information for organizers of side events is provided separately.

An exhibition “Generation Equality is you. Now” will be on display in the UN Visitors’ Lobby, from 5 March to 20 April 2020.

An information desk will be open in the UN Visitors’ Lobby from 9 to 18 March 2020.

10. Webcast

The formal meetings of CSW64 will be available on live UN TV, and archived, on UN Web TV: <http://webtv.un.org>.

11. Accessibility

The United Nations Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (Level 1B) (by the Secretariat Building escalators). For more information, please visit <https://www.un.org/accessibilitycentre/>. A limited amount of printing on demand in Braille is available through the Accessibility Centre with prior notice.

For accessible seating in the meeting rooms, delegations and other participants should address their requests to the ECOSOC Affairs Branch (delia@un.org; stein-holmes@un.org), or the organizers of the side event, in advance of the meeting.

Communication Access Real Time Translation (CART) will be available via captions on the screen in the meeting room and via webcast for all official meetings of CSW64.

12. Make CSW64 Carbon-Neutral!

Make your participation in CSW64 carbon-neutral! Select the project you want to support by [clicking here](#) or contact ClimateNeutralNow@unfccc.int for more information.

NO SINGLE USE PLASTICS

Effective 3 June 2019, United Nations Headquarters has implemented measures to eliminate single-use plastics to reduce the impact of plastic pollution. Participants are encouraged to bring reusable items in order to reduce waste.

13. Visa and entry requirements

Each participant is personally responsible for obtaining necessary entry visa(s) for travel to and from the meeting venue. Participants should contact relevant United States of America embassies or consulates on visa requirements and obtain the appropriate entry permit where necessary as early as possible. An invitation letter issued by the United Nations has been sent to Member and Observer States (note verbale) and registered NGO representatives (confirmation email) which can be used to support visa applications.

Information regarding US visa can be found on this website: <http://usembassy.state.gov/>.

14. Airports and local transportation

There are 3 major airports serving New York City. They are:

John F. Kennedy International Airport: <https://www.jfkairport.com/>

Located in Queens, New York, about 15 miles from Midtown Manhattan.

LaGuardia Airport: <https://www.laguardiaairport.com/>

Located in Queens, about 8 miles from Midtown Manhattan.

Newark International Airport: <https://www.newarkairport.com/>

Located in New Jersey, about 16 miles from Midtown Manhattan.

All participants are expected to make their own local transportation arrangements. Transportation information for the 3 major airports serving New York City can be found online at <http://www.panynj.gov/airports/> or by calling Air-Ride phone: 1-800-247-7433 (toll free number within the U.S.). Yellow New York taxis (approx. \$60 each way) and airport buses (approx. \$17 each way) are readily available from the airports to Grand Central Station, which is walking distance to the United Nations and can be booked online in advance. Local transportation options, including subway, buses, and MetroCard related information can be found at <http://www.mta.info/>.

15. Hotel accommodation

Participants will need to secure hotel accommodation in New York City. All participants are expected to make their own accommodation arrangements. Finding a reasonably priced hotel in New York City can be a challenge, therefore it is recommended to start as early as possible. A list of hotels located within walking distance of the United Nations is contained in the annex. Sometimes, some of these hotels may provide discounted prices for travelers attending UN meetings. A credit card will normally be required for reservation.

16. Currency and money

The local currency is US Dollar.

The majority of ATMs (Automated Teller Machines) networks in New York City are linked to a network that most likely includes your bank at home. Hence, you would be able to make a cash withdrawal if you have a cash card (ATM Card) that offers **Cirrus** (<http://www.mastercard.com/atmlocator/index.jsp>) or **Plus** (www.visa.com/atm), the 2 most popular networks. There are fees and daily limits associated with withdrawing money using the above networks. Please check with your bank at home for this information.

Credit Cards are a convenient way to pay for transactions. **American Express, Visa and MasterCard** (among others) are accepted virtually everywhere in New York.

17. Banks

The closest bank to the United Nations Secretariat is Chase Manhattan Bank, located at the corner of East 44th Street and 1st Avenue (open from 8 am to 4 pm). There are ATMs and foreign currency exchange at the bank, as well as ATMs on UN premises (e.g. UN Visitor Centre in the basement of the General Assembly).

18. Medical services

Participants are responsible for making their own insurance arrangements, including life, health and other forms deemed appropriate. The United Nations does not take responsibility for the ill health of any participants during their stay. Medical attention is available during regular working hours from 9:00 am to 5:30 pm at the United Nations Secretariat building (5th floor).

19. Meals

The Delegates Dining Room is located on the 4th floor of the Conference Building.

The following options are available in United Nations Secretariat building:

- The Lobby Café on the ground floor
- Main Cafeteria on the 4th floor
- Vienna Café and Café de la Paix - both located in the Basement

Various restaurants are also available within a short walking distance of United Nations Headquarters.

20. Postal services

The United Nations Post Office is located in the Visitors' Lobby, 1st Basement (near the Gift Shop). Hours: 9:00 am to 5:30 pm.

There is a US Post Office at 884 2nd Ave, New York, NY 10017.

21. Time

Time in New York City: GMT/UTC minus 5 hours. For the time difference between New York and your country, please refer to: <http://www.timeanddate.com/worldclock/>

22. Weather

March is cold in New York City; temperatures average 4.0^o Celsius/40^o Fahrenheit, but it can be much colder. Winter coats and accessories are necessary. To check for current weather condition in New York, please refer to:

<http://weather.cnn.com/weather/forecast.jsp?locCode=MANH>

23. Tipping

Most restaurant prices do not include a service charge. It is customary to leave a 15-20% tip.

24. Departure tax

There is no departure tax from U.S. airports.

Annex: List of Hotels near the United Nations

Note: The UN does not endorse any hotel, however, some may offer UN discounts. The list below is not in any order of preference but proximity to the UN.

<p>ONE UN New York – Millennium Hotels 1 UN Plaza (First Avenue and 44th St.) + 1 212-7581234 oneun@millenniumhotels.com</p>	<p>Pod 51 230 East 51st St. + 1 212-355-0300 www.thepedhotel.com</p>
<p>Hampton Inn Manhattan 231 E. 43rd St. (between 2nd and 3rd Ave.) + 1 212-897-3385</p>	<p>Pod 39 145 East 39th St. + 1 212 865-5700 www.thepodhotel.com</p>
<p>FITZPATRICK GRAND CENTRAL 141 East 44th Street +1 212-351-6800 www.fitzpatrickhotels.com</p>	<p>Wyndham Midtown 45 205 East 45th St. + 1 212-867-5100 www.wyndham.com/hotels/newyork</p>
<p>Residence Inn by Marriott 148 East 48th St. (between 3rd and Lexington Ave.) +1 212-980-1003 www.newyorkresidenceinn.com</p>	<p>The Lexington 511 Lexington Ave at 48th St. + 1 212-755-4400 www.lexingtonhotelnyc.com</p>
<p>Hotel Boutique at Grand Central 447 Lexington Ave (between 44th & 45th St) +1 212-297-0300 www.hotelboutiqueatgrandcentral.com</p>	<p>Club Quarters Grand Central 128 East 45th St. +1 212-986-6400 www.clubquarters.com</p>
<p>Roger Smith Hotel 501 Lexington Ave. (between 47th and 48th St.) +1 212-755-1400 www.rogersmith.com</p>	<p>Vanderbilt YMCA 224 E. 47th St. +1 212-912-2500 www.ymcanyc.org/vanderbilt</p>
<p>Carvi Hotel 152 East 55th St. (between 3rd and Lexington Ave) +1 212-752-0600 www.carvihotel.com</p>	<p>Double Tree by Hilton 569 Lexington Ave. (between 54th and 55th St) +1 212-752-7000 www.doubletree3.hilton.com</p>
<p>Hilton Garden Inn 206 East 52nd St. +1 212-794-6000</p>	<p>Courtyard New York (Midtown East) 866 Third Ave. and 52nd St. +1 212-644-1300</p>

**When making hotel booking, please ask about "United Nations special rate"*