

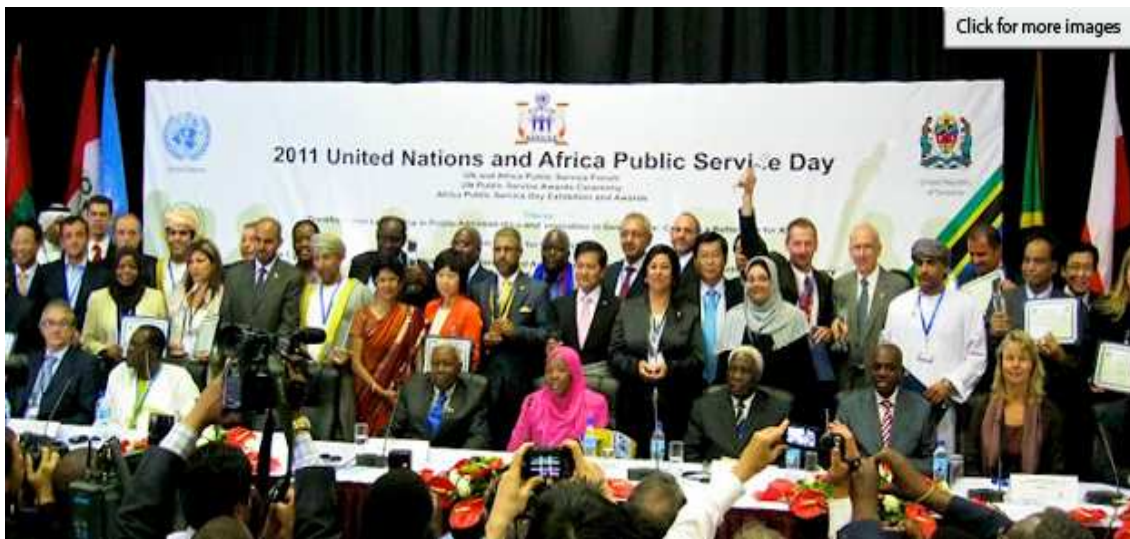


## **2012 UNITED NATIONS PUBLIC SERVICE DAY, AWARDS CEREMONY and FORUM**

**United Nations Headquarters  
New York, USA**

**25 June, Venue: General Assembly Hall, United Nations  
26 and 27 June, Venue: Crown Plaza Hotel, Times Square**

### **INFORMATION NOTE FOR 2012 WINNERS**



## **GENERAL INFORMATION ABOUT YOUR PARTICIPATION**

### **1) When will the 2012 UN Public Service Day, Awards Ceremony and Forum Take Place?**

The 2012 UN Public Service Day, Awards Ceremony and Forum will take place from *25 to 27 June 2012 in New York, United States of America.*

### **2) Will the UN fund the delegation's participation in the event?**

The UN only funds one delegate per first place winner from developing countries. The initial letter of invitation sent out to you earlier and formally informing you of winning the award has highlighted whether you will receive funding to attend the event or not. For those countries that have received a letter notifying them of availability of funding for one participant, please indicate which delegate on your list will be funded. Please note that the UN only funds travel in economy class for the designated participant.

### **3) How will all the arrangements be communicated to our delegation prior to the event?**

Your institution will designate an official who will serve as the focal point for all communication to your delegation, indicating the name, position and contact details, including the telephone number and an email address of that official.

### **4) Will the UN facilitate my Visa?**

Participants are responsible for securing their own visa at the nearest Consulate. It is advisable that they bring the letter of invitation in order to obtain a Visa.

### **5) Will the UN make my Hotel reservation?**

Participants are responsible for their own hotel reservation. A list of hotels with special UN rates is available online at the UNPSD web-page at <http://www.unpan/2012unpsforum> Please contact the Hotel to know about the UN discounted rate as the rates change according to the season.

### **6) How many people from your institution can take part in the event?**

There is no limitation in the number of members of your delegation. However, the workshops have a limited capacity of up to 100 participants each and once confirmed participants reach the maximum numbers of the respective workshops, it will not be possible to accommodate additional participants. Please do send Ms. Manket the names so letters of invitation can be sent to you.

**7) Will Delegations and Ministers be received at the airport by the United Nations?**

The United Nations does not provide this service; therefore, winning organizations are strongly encouraged to liaise with their own Permanent Missions to the United Nations.

**8) Has my Permanent Mission to the United Nations been notified about the award given to my institution and are the delegates invited to attend the event?**

All Permanent Representatives to the United Nations have been notified about the winning initiative/s from their own country and are invited to attend the event.

**UN PUBLIC SERVICE DAY AND  
AWARDS CEREMONY - FORUM DAY 1**

**25 June, Morning Session  
10:00 – 1:00**

**1) When will the 2012 Awards Ceremony Take Place?**

The Award Ceremony will take place on 25 June in the General Assembly Hall of the United Nations Headquarters (United Nations Headquarters, entrance on 46<sup>th</sup> Street and 1<sup>st</sup> Avenue) during the morning session from 10:00 am to 1:00 pm.

**2) What Time Should the Winners' Delegations Arrive at UN Headquarters?**

Admission will be through the UN Visitor's Entrance, which is located on First Avenue at 46th Street. Participants should arrive by 9:00 a.m. to allow time for registration, entry and seating. The opening ceremony will begin at 10:00 a.m.

**Individual ground passes** (to enter the conference facilities) will be distributed at the registration desk in the Visitor's entrance, after passing the corresponding security check-up. The desk will have a sign saying **UNPSA** at your right side when you enter the building.

**3) How Many Members of Winners' Delegations Can Go On Stage To Receive the Awards?**

Kindly note that we will be sending you a complete scenario of the Ceremony and how many people can go on stage in order to ensure an orderly ceremony. Special seating arrangements will also be made for the winners' delegations. Please indicate on your delegation list which three (3) people will receive the award on stage.

**4) Should Winners Make a Statement When They Receive The Award?**

Due to limited time, no speeches can be made during the Ceremony, however, first place winners will have the opportunity to make presentations in the workshops and second place winners will have the opportunity to discuss their initiatives during round-table discussions.

**5) What Do Winners Receive as a Prize?**

First place winners receive a Trophy and a Certificate of Recognition, whereas second place winners receive a Certificate of Recognition.

**6) What is the language of the event?**

The language of the Ceremony, Ministerial Round-Table and workshops is English.

**CELEBRATIVE LUNCHEON  
FOR 2012 UNPSA WINNERS**

**25 June, Luncheon**

**1:30 – 3:30**

Turkish Center

Address: 821 United Nations Plaza, corner of 1<sup>st</sup> Ave. & 46<sup>th</sup> St.  
8<sup>th</sup> Floor, New York, tel. 212-949-0160

*The luncheon is organized under the auspices of the  
Division for Public Administration and Development Management  
of the  
United Nations Department of Economic and Social Affairs  
and sponsored by the  
China International Cultural Communication Center*

*One winner per delegation will be invited to the Luncheon together with their Minister. Invitees will receive an Invitation Card at the Registration Desk. Kindly let us know to whom we should address the invitation.*

**INFORMATION ABOUT THE  
UN PUBLIC SERVICE AWARDS CEREMONY - FORUM DAY 1**

**25 June, Afternoon Session  
4:00 – 6:30**

**VIDEO-PRESENTATIONS of PRESENT AND PAST WINNING INITIATIVES**

We would like to request that, if possible, each winner's delegation prepares a 3 minutes video of their initiative in English to be uploaded on the UNPSA web-site. The video can show images of the initiative and provide a brief account of what the initiative is and of its impact, sustainability and replicability.

Once we receive your videos, we will also create one video for the 2012 Winners compiling all the videos that we receive and this will be presented in the General Assembly Hall in the afternoon of 25 June 2012. Videos should be compatible with all systems. If you have any questions about the videos, please contact us.

**Deadline for sending Videos: 10 June 2012**

**CULTURAL PERFORMANCE FOR 2012 WINNERS**

Winners and their delegations, as well as all other participants are invited to a Special Cultural Performance, which will take place in the afternoon of 25 June in the General Assembly Hall at the United Nations.

**INFORMATION ABOUT THE  
HIGH-LEVEL WORKSHOPS - FORUM DAY 2 and 3**

**26 and 27 June  
Crown Plaza Hotel, NY**

**9:00 – 6:00**

- The high-level workshops are a unique knowledge sharing experience where government innovators from all corners of the globe meet together with academics, representatives of regional and international organizations, and non-for-profit organizations. It is expected that government officials from over 80 Member States will take part in these workshops.
- Each workshop will have at most 100 people seated in tables of 10. Therefore, space is limited and once the 100 has been reached we will not be able to accommodate other participants.
- Active participation in the workshops provides an invaluable opportunity to learn from others and share one's own challenges, opportunities and lessons learned in promoting excellence in public governance. It is also an invaluable opportunity to build partnerships and network with colleagues from around the world.

**1) When will I make my presentation?**

Please note that the substantive presentations and discussions at round-tables will take place on 26 and 27 June 2012. First place winners will make a presentation and second place winners will discuss their initiatives at round-table discussion sessions. Since the workshops will be conducted in English, please provide an English presentation.

**2) Should I send my presentation prior to the event?**

Yes, 1 and 2 place winners should send their presentations to the organizing team well in advance of the Forum so that they may be uploaded on the UNPAN.

**Deadline: 10 June 2012**

**3) Where will the Workshops be held?**

Please note that the workshops will take place at the **Crown Plaza Hotel in Times Square**. The exact location is: 1605 Broadway, between 48<sup>th</sup> & 49<sup>th</sup> Streets

#### **4) What are the workshops about?**

There will be 4 parallel workshops and 1 Expert group Meeting which will be held on 26 and 27 June. Kindly note that first place winners are expected to make a presentation in one of the workshops as follows:

- Winners in Category 1 will make a presentation in Workshop 2 on “Engaging Citizens in the Fight against Corruption”
- Winners in Category 2 will make a presentation in Workshop 1 on “Institutions and Leadership Capacities to Engage Citizens in Service Delivery”
- Winners in Category 3 will make presentations in workshop 1 and 2 (each winner will be notified in which workshop they will speak)
- Winners in Category 4 will make presentations in workshop 3 on “E-government: from Practice to Policy”
- Winners in Category 5 will make presentations in workshop 4 on “The Dividends of Women at the frontline of public service delivery” organized by UN-WOMEN.

Second place winners are expected to share with the other participants their initiatives during round-table discussions.

#### **5) Should I contact the Workshop Coordinators of the workshop I want to attend directly?**

No, the delegation list that you will submit will be provided to all workshop coordinators who will then inform participants of further arrangements regarding their respective workshops. Delegations will have to be represented in the workshops as indicated above, based on the thematic areas discussed in each workshop. Additional members of the delegation can attend the same workshop or choose which other workshops to attend.

#### **6) What is the Format of the Workshops?**

The Workshops will adopt a participatory approach and therefore much time will be devoted for discussion at round-tables among government officials from all around the world.

#### **7) Can I attend one or more than one workshop?**

It is advisable to attend only one workshop. Because the workshops are conceived in a participatory fashion and in a logical sequence, it is advisable that members of the winning delegations inform us ahead of time of the workshop they will be attending.



Please note that once you have chosen what workshop to attend and have communicated it to the organizers, we strongly encourage you to attend it for its whole duration in order to allow for maximum knowledge sharing and limited disruption. The afternoon of the last day will be devoted to a plenary session where the recommendations and lessons learned from each workshop will be shared. Out of respect for other winning delegations, you are strongly encouraged to remain the whole duration of the Forum in your designated workshop to contribute and benefit from shared experience and lessons learned.

**8) Will the recommendations and lessons learned of each workshop be shared with all 400 participants in a Plenary Session?**

Yes, the afternoon of the last day will be devoted to a plenary session where the main lessons learned from all workshops will be shared.

**9) Who can attend the workshops?**

All members of the winning delegations are invited to take part in the workshops, as well as Ministers, academics, regional and international organizations, etc. Please notify us of who from your delegation will take part in which workshop as space is limited.

**10) When will the Ministerial Round-Table take place and how will it be structured?**

A Ministerial Round-Table will be held within the framework of this event in the **afternoon of 27 June 2012**. The theme of the round-table is “Innovation and Citizen Engagement for Effective Governance”. Ministers will be provided in advance with a list of questions, which will be emailed to the focal point of each winner’s delegation. The Ministerial Round-Table will be conducted in English.

So far, we have received confirmation from over 14 ministers or equivalent. Winners’ delegations should inform us whether the Minister heading their delegation wishes to take part in the Round-Table.

Please note that most delegations are headed by Ministers or Mayors. Heads of State and Government may also head a delegation as this has occurred in the past. Please inform us if a Head of State or Government, Minister or Mayor wishes to take part in the Round-Table (if you have not already done so).

The Ministerial Round-Table will last for about 1 hour and half to 2 hours. No formal presentations will be made during the round-table as it will be in the style of a discussion with questions and answers. However, Ministers may wish to provide written statements to be shared on the UNPAN.



## List of Workshop Coordinators

### Workshop 1: Institutions and Leadership Capacities to Engage Citizens in Service Delivery

**Ms. Adriana Alberti**

Coordinator, United Nations Public Service Awards Programme  
Public Administration Capacity Building Branch / DPADM  
United Nations Department of Economic and Social Affairs  
Two UN Plaza, Room DC2-1734  
New York, NY 10017, USA  
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Facsimile: (+1-212) 963-2916  
E mail: [alberti@un.org](mailto:alberti@un.org)

**Ms.Sirkka Nghilundilua**

Associate Governance and Public Administration Officer  
Public Administration Capacity Building Branch / DPADM  
United Nations Department of Economic and Social Affairs  
Two UN Plaza, Room DC2-1738  
New York, NY 10017, USA  
Telephone: (+1-212) 963-3927  
Facsimile: (+1-212) 963-2916  
E mail: [nghilundilua@un.org](mailto:nghilundilua@un.org)

### Workshop 2: Engaging Citizens in the Fight against Corruption

**Ms. Angela Capati-Caruso**

Senior Governance and Public administration Officer  
Development Management Branch/DPADM  
United Nations Department of Economic and Social Affairs  
Two UN Plaza, Room DC2-1772  
New York, NY 10017, USA  
Phone: 1 212 963 5318  
Fax: 1 212 963 9681  
E mail: [capati-caruso@un.org](mailto:capati-caruso@un.org)

**Expert Group Meeting on “Preventing Corruption in Public Administration”**

Garegin Manukyan  
Public Administration Officer  
Public Administration Capacity Building Branch / DPADM  
United Nations Department of Economic and Social Affairs  
Two UN Plaza, Room DC2-1738  
New York, NY 10017, USA  
E-mail: [manukyan@un.org](mailto:manukyan@un.org)

### Workshop 3: E-Government: From Policy to Practice

**Mr. Jonas Rabinovitch**

Senior Adviser  
E-Government Branch / DPADM  
United Nations Department of Economic and Social Affairs  
Two UN Plaza, Room DC2-1734

Tel: +1-212-963-5603  
Email: [rabinovitch@un.org](mailto:rabinovitch@un.org)

**Workshop 4: The Dividends of Women at the Frontline of Public Service Delivery**

Ms. Ana Lukatela  
Programme Manager  
UN-WOMEN  
E-mail: [ana.lukatela@unwomen.org](mailto:ana.lukatela@unwomen.org)

**INFORMATION ABOUT THE PARTICIPATION OF MEDIA AND  
INTERVIEWS TO WINNERS AND THEIR DELEGATIONS**

**NATIONAL MEDIA ACCREDITATION**

- 1) If you wish the media (radio and TV, photographers, etc.) from your country to gain access to the United Nations, please follow the media accreditation guidelines contained on the web-site of the Department of Public Information (DPI) of the United Nations at:  
<http://www.un.org/en/media/accreditation/guidelines.shtml>
- 2) Media Accreditation Requirements: please visit  
<http://www.un.org/en/media/accreditation/request.shtml>
- 3) Please note the rules for media access to the General Assembly Hall
  - (a) All correspondents may have access to the General Assembly Hall for stand-ups or interviews only if the General Assembly is not in session and with prior approval and escort from UN Media and Accreditation Liaison Unit (MALU).
  - (b) Correspondents and Resident Correspondents with cameras are permitted to stake out the General Assembly Hall entrance at the East Foyer only with MALU escort.
  - (c) Photographers may have access to the designated photo booths and bridge area of the General Assembly Hall only with escort by MALU.
- 3) If you have any question regarding media, please contact:

**Main Office Media Accreditation & Liaison Unit**

*Attention: Ms. Isabelle Broyer, United Nations Headquarters M.A.L.U. Office L-0248 New York, New York 10017*

Telephone: (212) 963 6934 or (212) 963 6937 Facsimile: (212) 963 4642 Email:  
[malu@un.org](mailto:malu@un.org)

## **INTERVIEWS WITH UN RADIO AND SOUTH-SOUTH NEWS**

- 1) The UN Radio and South-South News will be conducting interviews with selected winners and heads of delegations.
- 2) Kindly inform us whether you would like to be interviewed so that she may prepare a suitable schedule and bring you the studios of South-South News. Due to time limitation, we may not be able to accommodate all requests; therefore requests will be treated in the order in which they are received.