



United Nations Development Programme



Welcome to the JPOSC Copenhagen

Welcome to UNDP in Copenhagen

To help you during your visit, we have gathered some practical and important information.





United Nations Development Programme



Welcome - General Information

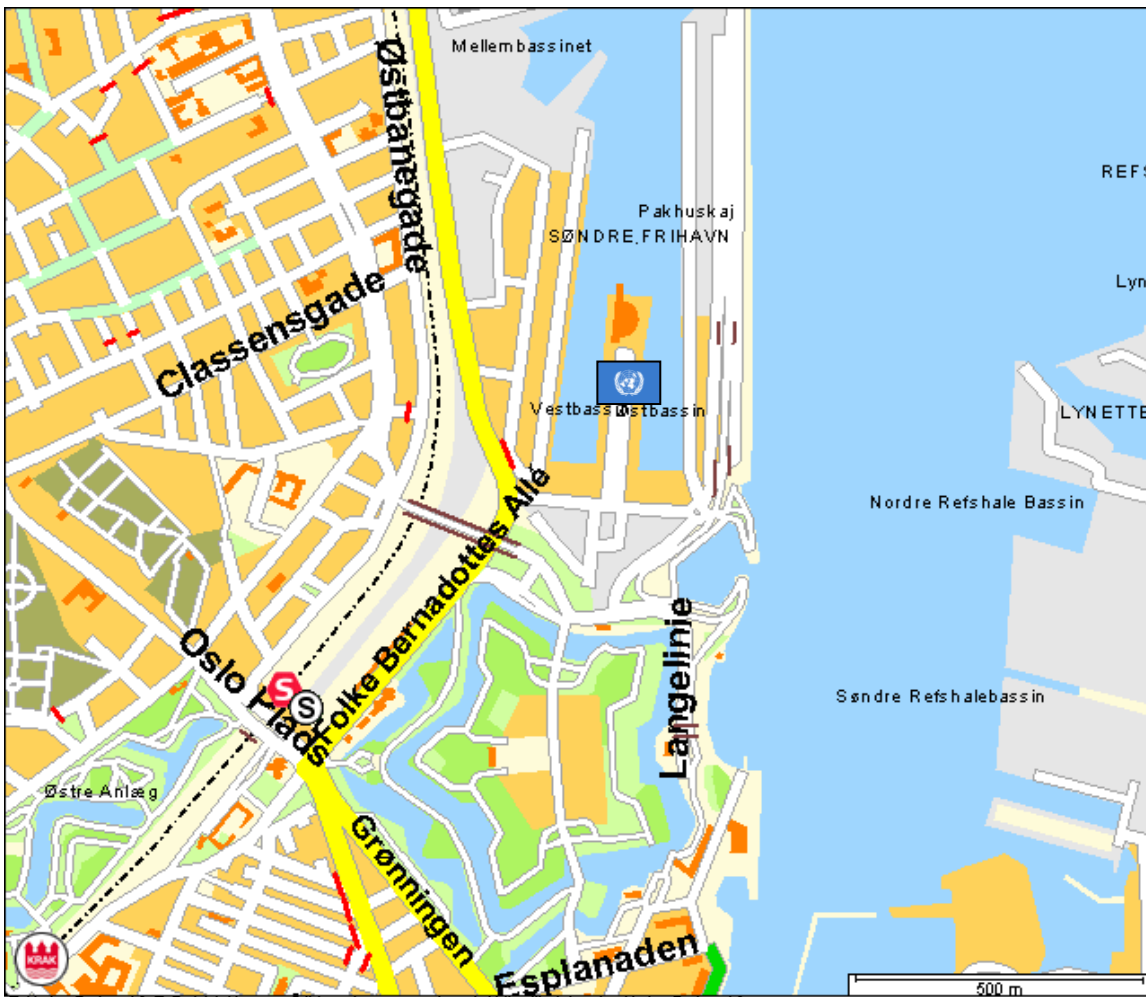
General Information

Address - UNDP

Midtermolen 3
P.O. Box 2530
DK-2100
Copenhagen
Denmark

Main telephone number: + 45 3546 7000
Main fax number: + 45 3546 7121

Emergency number (ambulance-fire-police) 112



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Our office is located in the part of town called "Østerbro" and the best way to explain to someone where it is would be to say that it's at 5 min walk from the Little Mermaid on "Langelinie". Bus numbers 26 goes from here to the centre ("Kongens Nytorv") and back, every 20minutes. At about 10minutes walk from here is "Østerport" train station ("S" on the map) with connections to anywhere in town and a direct train to/from the airport. For bus schedules go to: www.hur.dk and for train information go to www.dsb.dk

If you feel adventurous, you can also walk to town. It takes about 25-30 minutes!





Welcome - Good to know (FAQ)

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Q. Arriving at our office

- A. The building (and the reception) is open from 8:30 a.m. to 5:00 p.m. When you arrive at the building, please ring the bell and the receptionist will open.
- B. The receptionist will issue you a picture ID which you should wear during your stay in our office and return on your way out.
- C. The receptionist will contact your HRA who will come and collect you at the reception. You are not allowed to walk around the building unescorted.

Q. What is the office smoking policy?

- A. UN Common premises in Copenhagen are a non-smoking zone. There is an open air gallery at the fifth floor where you may harm yourself with a cigarette during the day, but smoking is not allowed in any other office area or in the underground garage area.

Q. Transportation?

- A. The best is to get a taxi through the reception by dialing "9" as it would save you the effort of pronouncing the address correctly :o) You can order a taxi on the following telephone numbers (please keep in mind that they sometimes take up to 20min to arrive if it's rush hour):

35 35 35 35
38 10 10 10
70 25 25 25

You can also travel by bus, train and new Metro system using the same tickets and discount clip cards. Ordinary basic tickets can be purchased from vending machines at stations, ticket offices and on busses from driver. Discount clip cards are available for 10 journeys within two, three, four, five, six or all zones. Each clip entitles the passenger to travel within the number of zones indicated on the face of the card. By clipping the card more times you can travel in a greater number of zones than one clip allows (the text on the discount clip card explains how many times you need to clip).

Q. Coffee/Tea

- A. There is a coffee machine in the kitchen or in the common area on each floor as well as in the canteen area. All beverages are free of charge. There is also a "chocolate vending machine" in the reception area where you can buy chocolate or canned soft drinks.

Q. Lunch

- A. There is a canteen at the top floor of our building (R) open between 12:00 and 13:30. They have a choice of a buffet, salad or sandwiches at a subsidized cost of about 40 DKK. In the summer the restaurants outside offer a nice outdoor setting. There are also a few shops where you can buy random things like souvenirs, fan belts for your car, books, nylons, and so much more.

Q. Where is the bathroom/washroom/restroom/toilet/WC, and how do I get in?

- A. The washrooms are in the middle of the office next to the main door. The washrooms are "unisex".

Q. How/where do I withdraw Danish money on a credit card?

- A. Banks ordinary opening hours in Copenhagen 9:30 a.m. – 4 p.m. or 5 p.m., Thursday until 6 p.m. Banks are closed Saturday and Sunday.



Welcome - Interesting links and info

ATMs/cash dispensers offer a convenient way of withdrawing Danish money on a credit or debit card. Most banks and Metro stations have these machines and all major cards are accepted (be sure to have your PIN number).

Nearest ATM is located just around the corner in the "ALM BRAND" Building (to the left when you come out of the UN building).

Interesting links and info

- Events and happenings in Copenhagen (also in English) www.aok.dk
- Danish newspaper in English www.cphpost.dk
- Weather www.dmi.dk
- Movies, music and theatre (only in Danish) <http://www.byenkaldet.dk>
- [List of UN-discount hotels](#) located in the centre of Copenhagen
- For finding where something is in Copenhagen (by name, address, phone number, etc) this is a very good place (only in Danish but not too difficult to figure out) www.krak.dk
- The Copenhagen diplomatic list (list of all diplomatic missions in Copenhagen as well as international organizations)
<http://www.um.dk/en/menu/AboutUs/TheProtocolDepartment/Publications/TheCopenhagenDiplomaticList/>
- The official tourism site of Copenhagen and the surrounding areas
<http://www.visitcopenhagen.dk/tourist>
- Copenhagen airport www.cph.dk
- Copenhagen for business people <http://www.copcap.com/>
- The Øresund Region <http://www.oresunddirekt.com/article.aspx?type=article&id=35905>