



11 December 2003

Information circular*

To: Members of the staff
From: The Assistant Secretary-General for Human Resources Management
Subject: **Personal emergency contact information**

1. The purpose of the present circular is to inform all staff members of the United Nations Secretariat of their responsibility to review and update their personal emergency contact information. Ready availability of such information is essential to the emergency preparedness of the Organization, and to its efforts to improve the safety and security of staff and their families.
2. A system has been developed to allow the staff of the Secretariat at all duty stations to record their emergency contact information through a secure web site, called "My UN". In order to access and log onto the web site, staff members must first register with Galaxy (<http://www.jobs.un.org>), e-PAS (<http://www.epas.un.org>) or registration (<http://registration.un.org>), and choose a password. Staff members who have registered with any of the three web sites before the issuance of the present circular will shortly receive an e-mail message from hrsupport@un.org requesting them to log onto "My UN" and to provide the necessary information.
3. Staff members who have not yet registered with the Galaxy, e-PAS or registration web sites are requested to do so as soon as possible. Once a staff member is a registered user and accesses "My UN", the system will automatically authenticate the user and provide instructions on how to record and update his or her emergency contact information.
4. Staff members must record their personal emergency contact information as soon as they have been requested to do so by hrsupport@un.org. In the event of a subsequent change in emergency contact information, staff members should immediately update the information on the "My UN" site.

* The present circular will be in effect until further notice.

5. Technical problems and requests for assistance should be addressed to the OHRM “My UN” Help Desk at (212) 963-9711, or by e-mail to hrsupport@un.org. Staff members who do not have access to a computer or a valid United Nations e-mail address should inform their supervisors. Supervisors are responsible for ensuring that all staff members reporting to them have access to a computer.
