

AGM

**Advanced
Gateway to
EU Meetings**

**for Comitology Committees
and
Expert Groups**

Advantages of AGM

- AGM = Advanced Gateway to EU Meetings
- A new online system for preparing and organising meetings by the European Institutions
- An electronic/paperless workflow for the invitation and reimbursement processes
- Accessible 24/7
- Speeds up the reimbursement process
- A single entry point for all your meetings

AGM introduction

- Deployment in DG AGRI as of mid-January 2018
- Presentation on AGM at meetings
- By the end of 2018 all AGRI Committees and Expert Groups meetings will be handled in AGM
- Note to Permanent Representations

2 types of invitations sent via AGM

Committees, Expert Groups, Civil Dialogue Groups

- indirect invitation (via “correspondents”)

Market observatories, Private experts, Working Groups of CDGs

- direct invitation (invitation to be sent directly to the nominated experts; no “correspondents”)

Correspondents (1)

- The contact point in charge of preparing the list of participants in AGM and sending this list to the meeting organiser
- Can be a person (not) attending a meeting, a head of department, a functional mailbox, etc.
- If 2 correspondents have been designated, only the 1st who will send the list of participants can act in AGM
- 2nd correspondent can see the list of participants and access other information but only in read-only mode
→ **avoids duplication**

Correspondents (2)

- If the correspondent will also attend a meeting, his name must be included in the list of participants

Changes in the list of participants:

- Once submitted, the list of participants can no longer be edited by the correspondent
 - If (last minute) changes in the list of participants, please send an email
 - ✓ **for Committees to:** AGRI-COMITOLOGY@ec.europa.eu
 - ✓ **for Expert Groups to:** AGRI-EXPERT-GROUPS@ec.europa.eu
- Meeting organiser will either send back the list to correspondent for modifications or (for last minute changes) update the list in AGM directly

Notifications

- Notifications sent via e-mail and in AGM when users have to do important actions
- Correspondents and participants receive different notifications
- Available in English only

Correspondents: How to use AGM?

➤ Before the meeting

- Correspondents receive an email from AGM for the upcoming meeting
- Click the link inside the email to access AGM and the meeting information
- The first time you should create an EU-LOGIN (ECAS) account (the user identification system in the Commission)
- Correspondents will be requested to prepare the list of participants and send it to meeting organiser

Participants: How to use AGM?

➤ Before the meeting

- You will be notified that your name has been put forward to attend a meeting
- Click the link inside the email to access AGM and the meeting information
- The first time you should create an EU-LOGIN (ECAS) account (the user identification system in the Commission)

Participants: How to use AGM?

➤ Before the meeting (cont.)

- You will be requested to **accept the invitation** (inter alia for interpretation purposes) and fill in your **personal details**
- You will receive a notification when your participation details are validated by the meeting organiser
- As a reimbursable participant, acceptance of the invitation constitutes a commitment on your part to use AGM
- Participants entitled for reimbursement will be informed to enter their bank account details and can **start encoding** their expenses claim

Participants: Third person acting on behalf of experts

- **Access details (username and password)** can be shared with a third person in case of central coordination within your organisation
- Third person can accept invitations, fill in/update personal details for e-Pass, submit reimbursement claim
 - ➔ But EU-LOGIN (ECAS) account (username and password) must be personal
 - ➔ Email address in the EU-LOGIN account will be used for notifications

Participants: Personal details

- Must be entered in AGM under “profile details” as soon as invitation is accepted and at the latest 3 days before the meeting so that the meeting assistant can request an e-Pass in due time
 - Should be entered only once in AGM, unless update is necessary
- ➔ e-Pass on iPhone is valid

Reimbursement claim (1)

- Once notified that their bank account has been validated and that their presence has been confirmed at the meeting, participants can submit online via AGM their reimbursement claim including:
 - **Travel details**
 - **Travel expenses**
 - **Supporting documents (justification expenses/tickets/bills etc...)**

Reimbursement claim (2)

- Paper supporting documents must be scanned and attached to the reimbursement claim
 - ➔ supporting document needed also for travels by private car
- Only non-editable files with the extensions PDF, JPG, JPEG, PNG, TIF, TIFF, BMP or GIF can be uploaded
 - ➔ other formats (Word, Excel, Txt, etc.) to be converted into PDF
 - ➔ send an e-mail to EC-PDF-CODE-WEB@ec.europa.eu with the document attached; you will receive your document in PDF format
- Capacity limitation per file: 20 MB.

Reimbursement claim (3)

- ➔ Deadline of 30 calendar days is to be respected (2 reminders: 10 days, 20 days)
- A notification is sent to participants when the transfer for payment is sent.

AGM summary:

- **Invitation and agenda shall be sent through AGM**

=> no more sending invitations via emails from the functional mailbox (documents will be uploaded on CIRCABC as before)

=> no more on-line registration via <https://ec.europa.eu/eusurvey>

AGM summary:

- ⇒ Experts need to **register** for a meeting **via AGM** ("accept invitation")
- ⇒ Experts need to fill in their **personal details** (date of birth, ID/passport number) **via AGM** - to comply with **security** rules and obtain access to the COM premises

AGM summary:

- **Reimbursement request shall be submitted through AGM**
 - ⇒ no need to bring reimbursement papers/tickets/invoices to meetings
 - ⇒ not possible to claim reimbursement after the deadline of 30 days – AGM closes automatically
 - ⇒ payments will be processed much quicker

Instructions and other useful information on the AGM Portal

<https://ec.europa.eu/tools/agm/>

- **Videos, FAQ, Manuals:** available in all EU official languages, except Irish (videos are subtitled)

<http://ec.europa.eu/tools/agm/en/support/general/introduction-agm>

<http://ec.europa.eu/tools/agm/en/support/general/fo>

- **Help on EU-LOGIN (ECAS)** account creation and reset

<https://ec.europa.eu/tools/agm/en/support/registering-agm/eu-login-account-creation>

<https://ec.europa.eu/tools/agm/en/support/registering-agm/eu-login-password-reset>

- Dedicated support team to help on technical issues: send an email to [**EC-AGM-SUPPORT@ec.europa.eu**](mailto:EC-AGM-SUPPORT@ec.europa.eu) (via "Contact us" section in AGM)