



Brussels, May 2018

# AGM

for

**Civil Dialogue Groups**

**Advanced  
Gateway to  
EU Meetings**

# 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
- Introduction for CDG meetings as of mid-March 2018
- Presentation on AGM to CDG meetings
- By end of 2018 all CDG meetings will be handled in AGM
- Note to Secretaries General of the NGOs, Chairs and Vice-Chairs of CDGs

# 2 types of invitations sent via AGM

## Civil Dialogue Groups

- indirect invitation (via “correspondents”)

## Working Groups of CDGs (Animal Products / Horticulture, Olives and Spirits)

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

# 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 (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 or a functional mailbox
- If 2 correspondents have been designated, only the 1<sup>st</sup> who will send the list of participants can act in AGM
- 2<sup>nd</sup> correspondent can see the list of participants and access other information but only in read-only mode  
→ **avoids duplication**

## Correspondents (2)

### 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 to [AGRI-CIVIL-DIALOGUE-GROUPS@ec.europa.eu](mailto:AGRI-CIVIL-DIALOGUE-GROUPS@ec.europa.eu)
  - Meeting organiser will update the list in AGM

### Note-takers:

- To be registered as non-reimbursable participants
- Access to e-Pass and invitation

# Participants: Before the meeting (1)

- They will be notified that their name has been put forward to attend a meeting
- They should click the link inside the email to access AGM and the meeting information
- At first connection, they should create an EU-LOGIN (ECAS) account (the user identification system in the Commission)
- They will be requested to accept (or decline) the invitation and fill in their personal details

## Participants: Before the meeting (2)

- They will receive a second notification when their participation details are validated by the meeting organiser
- As a reimbursable participant, acceptance of the invitation constitutes a commitment on their 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 the NGO
- 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 → only one email address!**

# 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
    - 1) travels by private car and
    - 2) if no travel expenses but daily allowance requested
- 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](mailto: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)

- Daily allowances: under “Expense” tab in the claim
- **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 will be sent through AGM**

- (working documents will be uploaded on CIRCABC as before)

- **Registration via AGM**

- Experts need to **register** for a meeting via AGM (“accept invitation”)

- **no more registration via MLC/AWAI**

- Experts need to fill in their **personal details in AGM** (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)