

AGM

**Meetings
preparation and
organisation
system**

What is AGM?

- AGM = Advanced Gateway to EU Meetings
- AGM is a new online system for preparing and organising meetings by the European Institutions
- AGM offers an electronic workflow for the invitation and reimbursement processes

AGM allows experts to:

- Receive meeting invitations
- Confirm their attendance
- Enter their bank account details
- Create and send their expenses claim for reimbursement electronically

Advantages of the new system

- Avoids interruptions during the meetings for the administrative burden
- Makes the process paperless and accessible 24/7
- Speeds up the reimbursement
- Notifies by e-mail when users have to do important actions
- Provides 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 at February and March 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

AGM – Glossary - Correspondent

- External user in charge of providing the list of participants to the meeting organiser
- The role of the nominated correspondent is:
 - **to serve as the contact point to complete the participants list for the member organisation in AGM**
 - **to provide this list to the meeting organiser**
- Can be a person or a functional mailbox (similar to centralised MLC registration)

AGM – Glossary - Participant

- Each person who appears in the list of a delegation meaning that he/she is expected to attend the meeting

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

How to use AGM?

➤ Before the meeting (cont.)

- Participants will be notified that their name has been put forward to attend a meeting and need to accept or decline the invitation
- 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 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

How to use AGM?

➤ After the meeting

- After the organiser validates the bank account and confirms the attendance to the meeting, participants can submit their reimbursement request online including:
 - **Travel details**
 - **Travel expenses**
 - **Add supporting documents (justification expenses/tickets/bills etc...)**

Deadline of 30 days is to be respected!

- A notification is sent to participants when the transfer for payment is sent.

Summary of main changes

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

⇒ working documents will be uploaded on CIRCABC as before

- **Registration solely via AGM**

⇒ no more registration via MLC/AWAI

⇒ personal data for access to Commission premises must be entered in AGM

Summary of main changes

- **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

Links

➤ The AGM Portal

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

➤ Assistance?

- Introduction to AGM Video (recommended)
<http://ec.europa.eu/tools/agm/en/support/general/introduction-agm>
- FAQ, Manual, this presentation
<http://ec.europa.eu/tools/agm/en/support/general/fo>
- Help on EU-LOGIN (ECAS) account creation
<http://ec.europa.eu/tools/agm/en/support/Registering in AGM/fo>
- Dedicated support team to help on technical issues
<http://ec.europa.eu/tools/agm/en/support/contact us>
EC-AGM-SUPPORT@ec.europa.eu