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:
  • for Committees and Expert Groups as of mid-January 2018
  • For CDGs as of mid-March 2018

• Presentation on AGM at forthcoming meetings

• By end of 2018 all AGRI Committees and Expert Groups (which includes Rural Network Governance structures) meetings will be handled in AGM

• Note
  • to Permanent Representations and
  • to Secretaries General of the NGOs, Chairs and Vice-Chairs of CDGs
  ➢ Update to be requested, and LAGs/Research institutes/Advisory services to be contacted shortly
AGM – Glossary - Correspondent

- External user in charge of providing the list of participants to the meeting organiser (=meeting assistant in DG AGRI in charge of the meeting)

- 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
AGM – Glossary - Correspondent

• Can be a person attending a meeting / an administrative assistant not attending meetings / a functional mailbox / a Head of Department who will forward the message to his/her assistant, etc.
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**

- 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 - participants**

- 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 - participants

- 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
  ⇒ no more sending invitations via emails
     (working documents will be sent also via AGM or via email)

• Registration solely via AGM
  ⇒ no more on-line registration via
     https://ec.europa.eu/eusurvey

  ⇒ 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)
▪ FAQ, Manual, this presentation
▪ Help on EU-LOGIN (ECAS) account creation
▪ Dedicated support team to help on technical issues
  http://ec.europa.eu/tools/agm/en/support/contact_us
  EC-AGM-SUPPORT@ec.europa.eu