

AGM

**Meetings
preparation and
organisation
system**

What is AGM?

- 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

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

How to use AGM?

➤ Before the meeting

- As correspondent or participant you will 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 (the contact point of the organisation/national administrator) 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...)**
- A notification is sent to participants when the transfer for payment is sent to SWIFT.

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>