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 the reimbursement process.
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 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 they are proposed to participate to 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

- Participants entitled for reimbursement will be informed to enter their bank account details and can start encoding their reimbursement request.
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
  - 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)

▪ FAQ, Manual

▪ Help on ECAS account creation

▪ Dedicated support team to help on technical issues
  http://ec.europa.eu/tools/agm/support/contact-us