AGM

for
Rural Network Governance

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

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AGM roll-out by DG AGRI

- 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 on contacts shortly!

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 (not) attending a meeting, a head of department, a functional mailbox, etc.

- If 2 correspondents have been designated, only the 1st who will send the list of participants can act in AGM

- 2nd correspondent can see the list of participants and access other information but only in read-only mode

  ➔**avoids duplication**

Correspondents (2)

- If the correspondent will also attend a meeting, his name must be included in the list of participants

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

  → Meeting organiser will either send back the list to correspondent for modifications or (for last minute changes) update the list in AGM directly

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: 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

Participants: How to use AGM?

➤ Before the meeting

- You will be notified that your name has been put forward to attend a 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)

Participants: How to use AGM?

➢ Before the meeting (cont.)

- You will be requested to **accept the invitation** (inter alia for interpretation purposes) and fill in your **personal details**

- You will receive a notification when your 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

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 your organisation

- 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

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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 travels by private car

- 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 with the document attached; you will receive your document in PDF format

- Capacity limitation per file: 20 MB.

Reimbursement claim (3)

➔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.

Summary of main changes

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

  ⇒ no more sending invitations via emails

- **Registration via AGM**

  ➤ Experts need to **register** for a meeting via AGM ("accept invitation")

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

  ➤ 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)

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

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** (via "Contact us" section in AGM)