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)

- 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