



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 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 'EU LOGIN' account (the user authentication 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.
 - Acceptance of the invitation constitutes a commitment on the part of the reimbursable participant to use the AGM online electronic reimbursement system.

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)

<http://ec.europa.eu/tools/agm/en/support/general/introduction-agm>

- FAQ, Manual

<http://ec.europa.eu/tools/agm/en/support>

- Help on EU LOGIN account creation

<http://ec.europa.eu/tools/agm/en/support/Registering%20in%20AGM>

- Dedicated support team to help on technical issues

<http://ec.europa.eu/tools/agm/support/contact-us>