

AGM

Your meetings made easy



Invitation



Organisation



Meeting

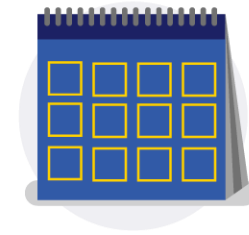


Reimbursement



What is AGM?

AGM is the online tool used to organise expert meetings in the European Institutions.



AGM is an electronic workflow tool used for meeting invitations, organisation and for reimbursing participants.



What are the advantages of AGM?

- ★ It is reliable, paperless and available 24/7 on any device
- ★ It will help ease the administrative burden of organising a meeting
- ★ It speeds up the reimbursement
- ★ You will be notified automatically by email when you have to do something in the system
- ★ It is your single point of entry for all your meetings



AGM step by step



Before the meeting



1

You will receive an invitation in your e-mail. Click on the link to accept or decline it.



2

Go to your private page and fill in your personal details. You will need an EU Login account to authenticate (ECAS: the user identification system in the Commission).



3

You will receive a second notification once the meeting organiser has validated the details of your participation.

AGM step by step



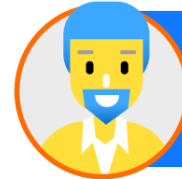
Before the meeting



Reimbursable participants

Accepting the invitation commits you to using AGM.

Your bank account details will be needed in advance to process your expenses claim.



Correspondents

As correspondent (the contact point of the organisation/national administrator), you will be asked to prepare a list of participants and send it to the meeting organiser.

AGM step by step



After the meeting



After the organiser validates the bank account and confirms that a participant will attend the meeting, participants can submit their reimbursement request online. This includes travel details, travel expenses and supporting documents (proof of expenses / tickets/ bills etc.)



A notification is sent to participants when the payment is sent to SWIFT for transfer.

Need assistance?

Introduction to AGM video

https://ec.europa.eu/tools/agm/what-agm_en

Manual

https://ec.europa.eu/tools/agm/who/expert/expert-role_en_en

Help on EU-LOGIN (ECAS) account creation

https://ec.europa.eu/tools/agm/help/general-basic-help-every-role_en



Dedicated support team to help on technical issues

https://ec.europa.eu/tools/agm/request-form_en



Access your meetings on the AGM website:

https://ec.europa.eu/tools/agm/home_en

Thank you!

