



AGM

Rareş Bularca

**European Commission
EMPL A2**

I. What is AGM ?

- *An electronic platform for managing meetings with experts (invitation, registration, reimbursement)
e.g. social dialogue meetings*
- *Paperless*
- *Full electronic workflow (secured access via EU LOGIN)–
guided by notifications*

II. AGM facts

- *Invitation, attendance confirmation, list of participants, reimbursements, complaints via the system*
- *Shorter reimbursements delays (from one week on)*
- *Tight deadlines (limited "window of opportunity" 30days)*
- *Registration of new experts, Reimbursements , complaints centralised with PMO -> no involvement of DG Employment*

III. Roles

- *European SP secretariats = CORRESPONDENTS*
- *SP affiliates = PARTICIPANTS*

IV. How it's made ?

BACK-OFFICE

European
Commission
(DG
Employment)

European
Commission
(PMO)

FRONT-OFFICE

Correspondent
(European SP
secretariats)

Expert
(participant)

For all users an EU LOGIN account is mandatory !

V. GOLDEN RULE

No Notification = No Action

AGM notification

[ACC] Invitation to SSDC ELECTRICITY - Working Group on 24 February 2017 starting on 24/02/2017



10h49



European
Commission

EU Login

One account, many EU services

Where is
ECAS?



English (en)



AGM

requires you to authenticate

Sign in to continue

Use your e-mail address

Next

[Create an account](#)

Or

Or use the eID of your country



[Select your country](#)

Easy, fast and secure: download the ECAS app





HOME / PROFILE DETAILS

PROFILE DETAILS

MEETINGS NOTIFICATIONS PROFILE DETAILS

EU LOGIN INFORMATION

Name	<input type="text" value="NUMBER ONE, Participant"/>	Change
EU login	<input type="text" value="nnumbepa"/>	
Email address	<input type="text" value="@yahoo.com"/>	Change
Password	<input type="password" value="*****"/>	Change password
Unit	<input type="text"/>	

PROFILE DETAILS

Gender	<input type="radio"/> Female <input type="radio"/> Male
Date of birth	<input type="text" value="01/01/1932"/> (DD/MM/YYYY)
Nationality	<input type="text" value="France"/> ▾

IDENTITY DOCUMENTS

TYPE	NUMBER	EXPIRY DATE (DD/MM/YYYY)	COUNTRY OF ISSUE	
Identity card	458754843629	27/10/2017	France	<input type="button" value="Edit"/> ▾

VI. WHAT TO DO ?

A. Correspondent – SP secretariats

- Click the link in the notification email to become correspondent
- Create EU Login account
- Fill out the list of participants + send it to the European
Commission for validation



European Commission



AGM FRONTOFFICE PARTICIPANTS



European Commission > AGM Frontoffice > Participants

P. NUMBER ONE (nnumbepa) ▾

MEETINGS LIST / **MEETING**

SOCIAL DIALOGUE COMMITTEE "ELECTRICITY"

MEETING

SSDC ELECTRICITY - WORKING GROUP ON 24 FEBRUARY 2017

industriAll

CCAB 24/02/2017 PARTICIPANTS REQUIRED

INVITATION **PARTICIPANTS** TIMELINE

DELEGATION ASSIGNMENTS

BULARCA, Rares Aurel **CORRESPONDENT**

Add as participant

NUMBER ONE, Participant **CORRESPONDENT**

Add as participant

DELEGATION PARTICIPANTS

Send empty list

⚠ Please fill in the list of participants and send it to the organiser. If no participants will attend the meeting you must also notify the organiser by sending an empty list.

PARTICIPANT ▲	ORGANISATION	REPRESENTATION	EXPENSES CLAIM	ATTENDANCE
---------------	--------------	----------------	----------------	------------

ADD PARTICIPANT

from the last 5 meetings ▾ as a new participant of this member

Representation level

Individual Multinational Organisation

First name

National

Last name

Expert

Organisation

UGT FICA

Country (country represented)

Spain ▾

Email

gekobv@gmail.com

Entitled to claim expenses

Cancel

Add



European Commission



AGM FRONTOFFICE PARTICIPANTS



European Commission > AGM Frontoffice > Participants

P. NUMBER ONE (nnumbepa) ▾

Participant created ✕

MEETINGS LIST / **MEETING**

SOCIAL DIALOGUE COMMITTEE "ELECTRICITY"

MEETING

SSDC ELECTRICITY - WORKING GROUP ON 24 FEBRUARY 2017

industriAll

CCAB 24/02/2017 **PARTICIPANTS REQUIRED**

INVITATION **PARTICIPANTS** TIMELINE

DELEGATION ASSIGNMENTS

NUMBER ONE, Participant **CORRESPONDENT**

Add as participant

DELEGATION PARTICIPANTS

Send participants

Please fill in the list of participants and send it to the organiser. If no participants will attend the meeting you must also notify the organiser by sending an empty list.

PARTICIPANT ▲	ORGANISATION	REPRESENTATION	EXPENSES CLAIM	ATTENDANCE	
EXPERT, National NEW	UGT FICA	SPAIN Private organisation	✓	1	Actions ▾

ADD PARTICIPANT

from the last 5 meetings ▾ as a new participant of this member

VI. WHAT TO DO ?

B. Participant – SP affiliates (experts)

- Click the link in the notification email to confirm your participation to the meeting
- Create EU Login account
- Fill out your personal details for security + bank account and legal entity information
- Fill out your reimbursement form



European

[About this site](#) | [Legal notice](#) | [Contact us](#) | [Cookies](#) | [FAQ](#) | [English \(en\)](#)



AGM FRONTOFFICE BANK DETAILS



[European Commission](#) > [AGM Frontoffice](#) > [Bank details](#)

P. NUMBER ONE (nnumbepa)

[MEETINGS LIST](#) / [EXPENSES CLAIM](#)

SOCIAL DIALOGUE COMMITTEE "ELECTRICITY"

MEETING

SSDC ELECTRICITY - WORKING GROUP ON 24 FEBRUARY 2017

industriAll

CCAB 24/02/2017 PARTICIPANTS LIST VALIDATED

[DETAILS](#) | [BANK DETAILS](#)

ADD NEW BANK ACCOUNT

Before we reimburse you, we need to check your bank details are valid. Please enter the basic information requested below to see if your bank details are already registered with us.

ACCOUNT DETAILS

Country

Select country...

LEGAL ENTITY

Organisation

Address

Postal code

City

Country

Select country...

VAT number

Cancel

Save



MEETINGS LIST / EXPENSES CLAIM

SOCIAL DIALOGUE COMMITTEE "ELECTRICITY"

MEETING

SSDC ELECTRICITY - WORKING GROUP ON 24 FEBRUARY 2017

industriAll

CCAB 24/02/2017 (PARTICIPANTS LIST VALIDATED)

DETAILS BANK DETAILS

EXPERT DETAILS

Delegation
industriAll Private

Expert
P. NUMBER ONE, Participant

Organisation
industriAll Spain

Attended sessions

X

Expenses claim

DRAFT

TRAVEL DETAILS

Place of work

Madrid

Country

Spain

The place of departure differs from the place of work and/or the place specified in the invitation letter

DEPARTURE

→

ARRIVAL

OUTWARD 23/02/2017 05:00 PM

→

23/02/2017 07:00 PM

RETURN 24/02/2017 06:15 PM

→

24/02/2017 08:15 PM

Expert's comments

Empty text area for expert's comments

Edit

EXPENSES DETAILS

TYPE	DETAILS	EUR	SUPPORTING DOCUMENTS	IA VALIDATION RESULT	ACTIONS
ACCOMMODATION	Duration 1 night (flat rate) x 100.00 €/night Total 100.00 €	100			0 -
AIRPLANE	Price paid 500.00 EUR	500			0 -
DAILY ALLOWANCE	Duration 1 day (flat rate) x 92.00 €/day Total 92.00 €	92			0 -

Airplane + Add expense

STATUS

DRAFT

- X You have not submitted your bank details for this expenses claim
- X You need to upload at least one supporting document for your expenses
- X The meeting organiser has not confirmed your attendance to the meeting in the system, so you cannot submit your expenses claim yet



AGM FRONTOFFICE DETAILS



[European Commission](#) > [AGM Frontoffice](#) > [Details](#)

P. NUMBER ONE (nnumbepa) ▾

[MEETINGS LIST](#) / **EXPENSES CLAIM**

SOCIAL DIALOGUE COMMITTEE "ELECTRICITY"

MEETING

SSDC ELECTRICITY - WORKING GROUP ON 24 FEBRUARY 2017

industriAll

CCAB 24/02/2017 **PARTICIPANTS LIST VALIDATED**

DETAILS [BANK DETAILS](#)

EXPERT DETAILS

Delegation

industriAll Private

Expert

NUMBER ONE, Participant

Organisation

industriAll Spain

Attended sessions

X

Expenses claim

DRAFT

TRAVEL DETAILS

Place of work

Madrid

Country

Spain ▾

The place of departure differs from the place of work and/or the place specified in the invitation letter ⓘ

	DEPARTURE	→	ARRIVAL
OUTWARD	23/02/2017 05:00 PM	→	23/02/2017 07:00 PM
RETURN	24/02/2017 06:15 PM	→	24/02/2017 08:15 PM



Expert's comments

Edit

EXPENSES DETAILS

TYPE	DETAILS	EUR	SUPPORTING DOCUMENTS	IA VALIDATION RESULT	ACTIONS
ACCOMMODATION	Duration 1 night (flat rate) x 100.00 €/night Total 100.00 €	100			
AIRPLANE	Price paid 500.00 EUR	500			
DAILY ALLOWANCE	Duration 1 day (flat rate) x 92.00 €/day Total 92.00 €	92			

Airplane

+ Add expense

STATUS

DRAFT

- ✘ You have not submitted your bank details for this expenses claim [Enter bank account](#)
- ✘ You need to upload at least one supporting document for your expenses
- ✘ The meeting organiser has not confirmed your attendance to the meeting in the system, so you cannot submit your expenses claim yet

VII. AGM support

- AGM website <https://ec.europa.eu/tools/agm/en>
- AGM introduction video
<http://ec.europa.eu/tools/agm/en/support/general/introduction-agm>
- AGM guide <https://ec.europa.eu/tools/agm/support/Registering%20in%20AGM>
- AGM helpdesk EC-AGM-SUPPORT@ec.europa.eu