



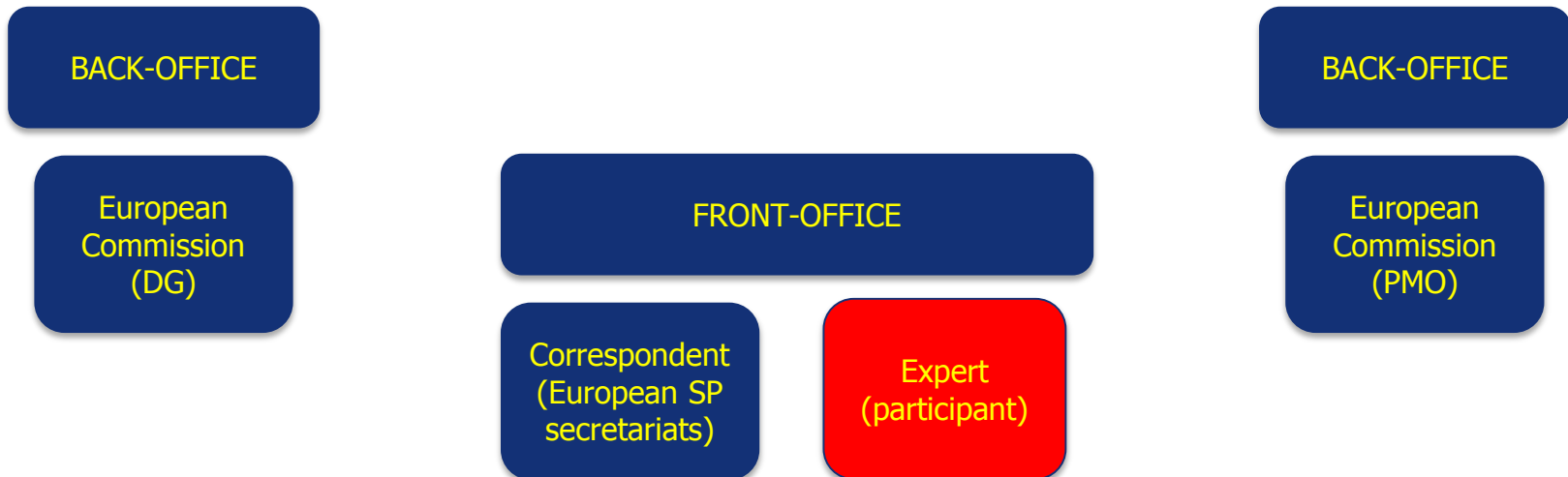
# AGORA (AGM)

**Rareş Bularca,  
European Commission  
EMPL B1**

# I. About AGM

- *An electronic platform for managing the meetings with experts (invitation, registration, reimbursement)*
- *Test-phase (pilot) of application*
- *Paperless*
- *Full electronic workflow (secured access via ECAS) – guided by notifications*
- *Tight deadlines (limited "window of opportunity" 30days)*
- *System to be implemented progressively starting with 2016 (tbc)*

## II. How it's made ? - Users & Roles



For all users an ECAS account is mandatory !

## III. How it's made? Workflow & tasks

	Workflow	Commission (DG)	European SP secretariats (correspondent)	Participant (expert)	Commission (PMO)
1	Insert the potential participants details on the list – notification to participant		X		
2	Send the list to the Commission		X		
3	Validation (or rejection) of the list by the Commission – notification to participants & correspondents	X			
4	Follow the link to confirm your attendance			X	
5	Connection via ECAS (as external!!!) – existing or creation new account			X	
6	Activate personal profile in AGM			X	
7	Choice of legal entity & bank account (based on IBAN)			X	
8	Fill out the electronic reimbursement form (draft mode) + upload of supporting documents + submit			X	
9	Validation (or rejection) of the reimbursement request				X
10	Financial workflow				X
11	Follow-up on reimbursements & complaints				X



European  
Commission

## IV. WHAT TO DO ?

**No Notification = No Action**

## IV. WHAT TO DO ?

### 1. You are a **possible** participant – no mandatory action required

**From:** AGM notification [mailto:automated-notifications@nomail.ec.europa.eu]  
**Sent:** Thursday, September 17, 2015 5:04 PM  
**To:** BULARCA Rares Aurel (EMPL)  
**Subject:** [ACC] Participation proposed - Live Performance SDC Meeting 18/09/2015 starting on 18/09/2015

Dear Rares Aurel BULARCA,

You have been added to the list of participants representing **FIA**.

Please click the following link to see the details of:

[Live Performance SDC Meeting 18/09/2015](#) starting on 18/09/2015.

This message is not an official invitation to the meeting.

Only your correspondent has received the official invitation and added your name on the list.

--

This automatic email has been sent from an unattended mailbox.

Please find here [help](#) for AGM.

[Login](#) to AGM to see all your notifications.

## IV. WHAT TO DO ?

### 2. Your participation is accepted – click the link a) to confirm the attendance

**From:** AGM notification [mailto:automated-notifications@nomail.ec.europa.eu]  
**Sent:** Thursday, September 17, 2015 5:05 PM  
**To:** BULARCA Rares Aurel (EMPL)  
**Subject:** [ACC] Participation validated - Live Performance SDC Meeting 18/09/2015 starting on 18/09/2015

Dear Rares Aurel BULARCA,

The organiser has validated your participation in Live Performance SDC Meeting 18/09/2015 starting on 18/09/2015.

Please [click here to enter your bank account details](#) as soon as possible in order to speed up the reimbursement process.

Please remember to bring an identification document to access the premises.


This automatic email has been sent from an unattended mailbox.

Please find here [help](#) for AGM.

[Login](#) to AGM to see all your notifications.

## b) to confirm/fill out financial & legal entity

Rares Aurel BULARCA (bularra)

 **AGM FRONTOFFICE**  
**BANK ACCOUNT**

European Commission > AGM Frontoffice > Bank account

MEETINGS LIST / REIMBURSEMENT

**LIVE PERFORMANCE - SECTORAL SOCIAL DIALOGUE**  
MEETING  
**LIVE PERFORMANCE SDC MEETING 18/09/2015**  
**FIA**

CCAB 18/09/2015 CEST PARTICIPANTS LIST VALIDATED

DETAILS **BANK ACCOUNT**

**ADD NEW BANK ACCOUNT**

✘ Please select or create a new bank account for this reimbursement and submit it for validation

<b>BANK ACCOUNT</b>	<b>LEGAL ENTITY</b>	
<b>IBAN</b>	<b>Organisation</b>	
<input type="text"/>	<input type="text"/>	
<b>Account holder</b>	<b>Address</b>	<b>Post code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>City</b>	<b>Country</b>
	<input type="text"/>	Select country... ▾
	<b>VAT number</b>	
	<input type="text"/>	

Cancel Add



## c) to draft the reimbursement request

European Commission > AGM Frontoffice > Details

MEETINGS LIST / REIMBURSEMENT

**LIVE PERFORMANCE - SECTORAL SOCIAL DIALOGUE**  
MEETING  
**LIVE PERFORMANCE SDC MEETING 18/09/2015**  
**FIA**  
CCAB 18/09/2015 CEST PARTICIPANTS LIST VALIDATED

DETAILS BANK ACCOUNT









**MEETING DETAILS**

**Delegation**  
**FIA** Private  
**Expert**  
BULARCA, Rares Aurel  
**Organisation**  
European Commission Romania

**Attended sessions**  
X  
**Reimbursement**  
DRAFT

**TRANSPORTATION SUMMARY DETAILS**

**Place of work**  **Country** Select country... ▼

	DEPARTURE	→	ARRIVAL
<b>OUTWARD</b>	<input type="text"/>  	→	<input type="text"/>  
<b>RETURN</b>	<input type="text"/>  	→	<input type="text"/>  

**Expert's comments**


Cancel Save

## IV. WHAT TO DO ?

3. **Your participation is confirmed** – submit the draft reimbursement request
4. **If your demand is refused/incomplete** - do the necessary ASAP
5. **The money transfer is in the pipeline** – spend it wisely !!!

# IV. WHAT TO DO ?

## All notifications available in your AGM profile


HOME / NOTIFICATIONS 

### NOTIFICATIONS

MEETINGS NOTIFICATIONS

NOTIFICATIONS					
Clear filter		Clear sort		Expand all	Collapse all
!	▼	DATE ▼	▼	TITLE	LINK
▶	⚠	13/04/2015		<a href="#">Correct your reimbursement request - meeting for our planet group starting on 13/04/2015</a>	<a href="#">Show reimbursement</a>
▶	⚠	13/04/2015		<a href="#">Time to complete and submit your reimbursement request - meeting for our planet group starting on 13/04/2015</a>	<a href="#">meeting for our planet group</a>
▶	i	13/04/2015		<a href="#">Participation validated - meeting for our planet group starting on 13/04/2015</a>	<a href="#">planet</a>
▶	i	13/04/2015		<a href="#">Participation proposed - meeting for our planet group starting on 13/04/2015</a>	<a href="#">planet</a>

◀ ◁ 1 ▷ ▶

1 - 4 of 4 items 

## V. AGM support

- ECAS creation <https://webgate.ec.europa.eu/cas>
- AGM portal <http://ec.europa.eu/tools/agm>
- AGM manual  
[http://ec.europa.eu/tools/agm/en/system/files/ged/front\\_office\\_manual.pdf](http://ec.europa.eu/tools/agm/en/system/files/ged/front_office_manual.pdf)
- AGM helpdesk [EC-AGM-SUPPORT@ec.europa.eu](mailto:EC-AGM-SUPPORT@ec.europa.eu)