

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

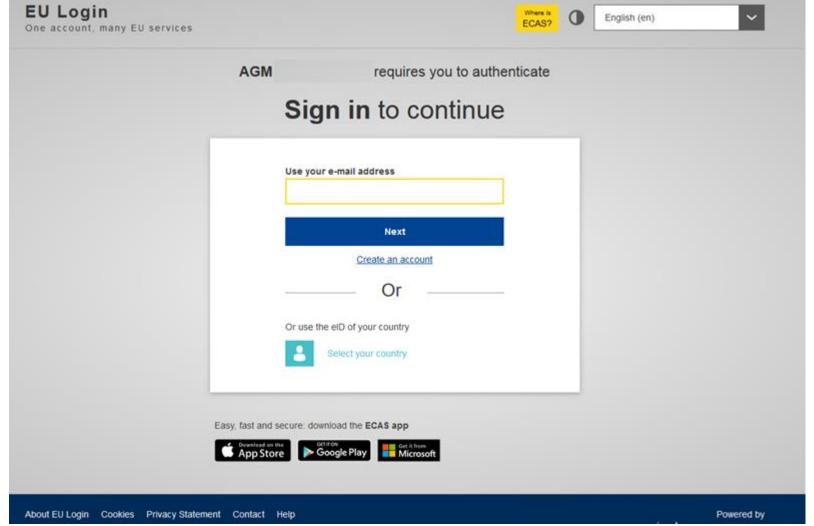
AGM notification

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



10h49







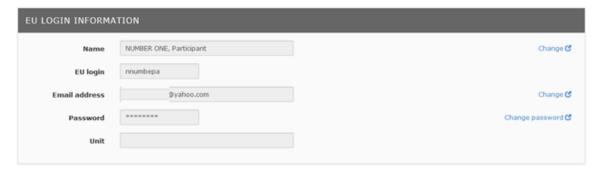


♣ P. NUMBER ONE (nnumbepa) ▼

HOME / PROFILE DETAILS

PROFILE DETAILS

MEETINGS NOTIFICATIONS PROFILE DETAILS











VI. WHAT TO DO?

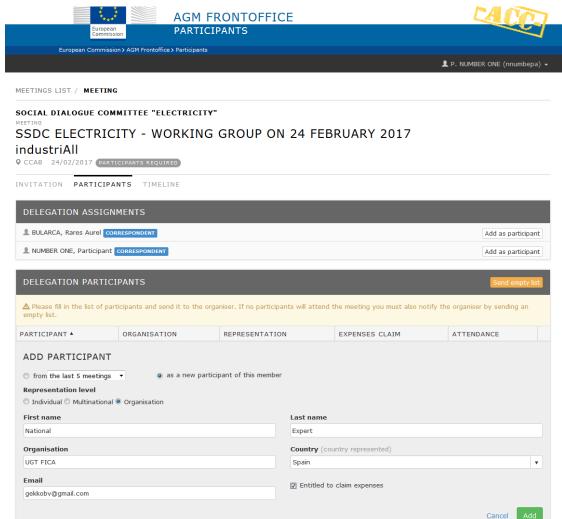
A. Correspondent – SP secretariats

- 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

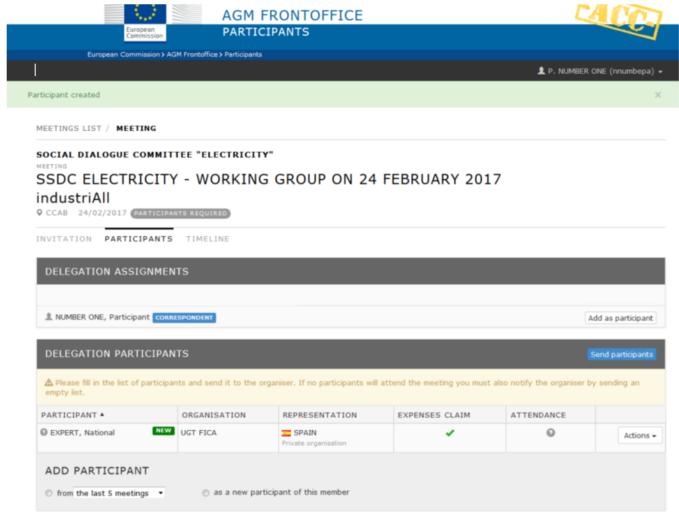














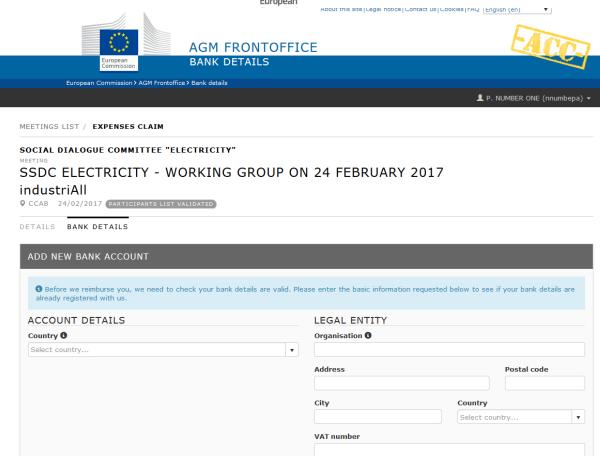
VI. WHAT TO DO?

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



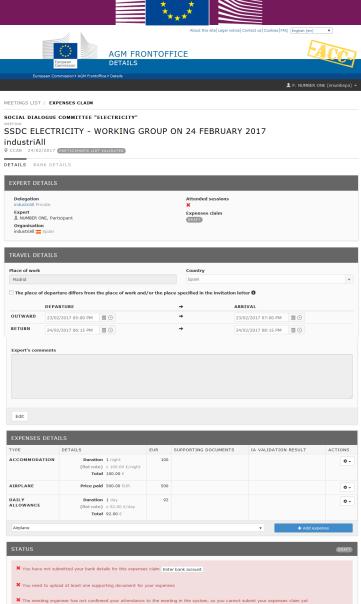




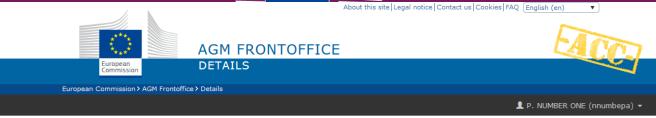


Cancel









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's comments			
Edit			

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			*

5	STATUS					
	X 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 <u>EC-AGM-SUPPORT@ec.europa.eu</u>

