



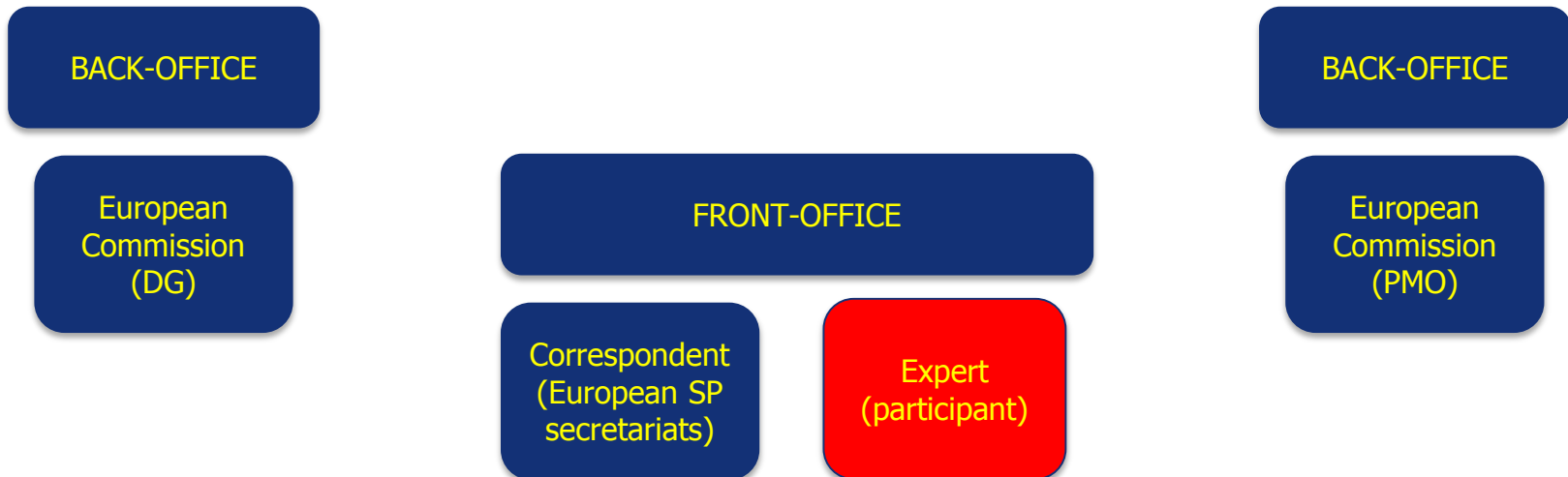
AGORA (AGM)

**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

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.

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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

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

TRANSPORTATION SUMMARY DETAILS

Place of work **Country**

DEPARTURE		→	ARRIVAL	
OUTWARD	<input type="text"/> 📅 ⌚	→	<input type="text"/> 📅 ⌚	
RETURN	<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				
<input type="button" value="Clear filter"/> <input type="button" value="Clear sort"/> <input type="button" value="Expand all"/> <input type="button" value="Collapse all"/>				
	!	DATE ▼	TITLE	LINK
▶	⚠	13/04/2015	Correct your reimbursement request - meeting for our planet group starting on 13/04/2015	Show reimbursement
▶	⚠	13/04/2015	Time to complete and submit your reimbursement request - meeting for our planet group starting on 13/04/2015	meeting for our planet group
▶	i	13/04/2015	Participation validated - meeting for our planet group starting on 13/04/2015	planet
▶	i	13/04/2015	Participation proposed - meeting for our planet group starting on 13/04/2015	planet

◀ ◁ 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_3.pdf
- AGM helpdesk EC-AGM-SUPPORT@ec.europa.eu