

eip-agri
AGRICULTURE & INNOVATION



Subgroup on Innovation for agricultural productivity and sustainability

11th Meeting

5 June 2018

Subgroup on Innovation for agricultural productivity and sustainability

11th Meeting – 5 June 2018

Morning sessions

08:00 – 09:00 Registration

09:00 – 09:30 Welcome & introduction by *Kerstin Rosenow (DG AGRI)*

09:30 – 11:00 Session I “Shaping the work of the EIP-AGRI network for 2019”

Introduction by *Antonella Zona (DG AGRI)*

Overview of the collected proposals for future activities, organised in clusters – *Koen Desimpelaere (EIP-AGRI Service Point)*

Discussion in groups of the proposals by cluster (1st round)

11:00 – 11:30 Coffee break

11:30 – 13:00 Session I continued

Discussion in groups of the proposals by cluster (2nd and 3rd rounds)

13:00 – 14:00 Lunch



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14:00 – 14:40 Session I: reporting and conclusions

14:40 – 15:40 Session II “Upcoming networking activities”

Launch of calls for experts for:

- FG 32 ‘Non-chemical weed management’
- FG 33 ‘Pests and diseases in olive trees’

Update on available SFC data regarding Operational Groups – *Fabio Cossu (DG AGRI)*

Ongoing study assessing Operational Groups – *Sirpa Karjalainen (DG AGRI)*

Seminar ‘EIP-AGRI: From OG project to impact. Building the innovation ecosystem for the future’ (Spoleto, Italy, 17-18 October 2018) – *Margarida Ambar (Service Point)*

15:40 – 16:10 Coffee break

16:10 – 17:00 Session III “Feedback from recent activities and next meeting of the Subgroup”

Workshop “Enabling farmers for the digital age: the role of AKIS”

(Latvia, 26-27/04 2018) – *Fabio Cossu (DG AGRI)*

Workshop “Innovative water management in agriculture” (Spain, 30-31 May 2018)

– *Anikó Seregélyi (DG AGRI)*

12th Subgroup on Innovation meeting (Spoleto, IT, 18-19/10 2018) – *Antonella Zona (DG AGRI)*

Information about the new simplified system for the organisation of future Subgroup meetings (AGM – Advanced Gateway to EU Meetings) – *Isabelle Tranchant (DG AGRI)*

17:00 Closing





European
Commission

Brussels, June 2018

AGM

for
Rural Network
Governance

Advanced
Gateway to
EU Meetings

Advantages of AGM

- AGM = Advanced Gateway to EU Meetings
- A new online system for preparing and organising meetings by the European Institutions
- An electronic/paperless workflow for the invitation and reimbursement processes
- Accessible 24/7
- Speeds up the reimbursement process
- A single entry point for all your meetings

AGM roll-out by DG AGRI

- By end of 2018 all AGRI Committees and Expert Groups (which includes Rural Network Governance structures) meetings will be handled in AGM
- Note
 - to Permanent Representations and
 - to Secretaries General of the NGOs, Chairs and Vice-Chairs of CDGs

Correspondents (1)

- The contact point in charge of preparing the list of participants in AGM and sending this list to the meeting organiser
- Can be a person (not) attending a meeting, a head of department, a functional mailbox, etc.
- If 2 correspondents have been designated, only the 1st who will send the list of participants can act in AGM
- 2nd correspondent can see the list of participants and access other information but only in read-only mode
→ **avoids duplication**

Correspondents (2)

- If the correspondent will also attend a meeting, his name must be included in the list of participants

Changes in the list of participants:

- Once submitted, the list of participants can no longer be edited by the correspondent
- If (last minute) changes in the list of participants, please send an email to AGRI INNOVATION SUBGROUP:
AGRI-INNOVATION-SUBGROUP@ec.europa.eu
→ Meeting organiser will either send back the list to correspondent for modifications or (for last minute changes) update the list in AGM directly

Notifications

- Notifications sent via e-mail and in AGM when users have to do important actions
- Correspondents and participants receive different notifications
- Available in English only

Correspondents: How to use AGM?

➤ Before the meeting

- Correspondents receive an email from AGM for the upcoming meeting
- Click the link inside the email to access AGM and the meeting information
- The first time you should create an EU-LOGIN (ECAS) account (the user identification system in the Commission)
- Correspondents will be requested to prepare the list of participants and send it to meeting organiser

Participants: How to use AGM?

➤ Before the meeting

- You will be notified that your name has been put forward to attend a meeting
- Click the link inside the email to access AGM and the meeting information
- The first time you should create an EU-LOGIN (ECAS) account (the user identification system in the Commission)

Participants: How to use AGM?

➤ Before the meeting (cont.)

- You will be requested to **accept the invitation** (inter alia for interpretation purposes) and fill in your **personal details**
- You will receive a notification when your participation details are validated by the meeting organiser
- As a reimbursable participant, acceptance of the invitation constitutes a commitment on your part to use AGM
- Participants entitled for reimbursement will be informed to enter their bank account details and can **start encoding** their expenses claim

Participants: Third person acting on behalf of experts

- **Access details (username and password)** can be shared with a third person in case of central coordination within your organisation
- Third person can accept invitations, fill in/update personal details for e-Pass, submit reimbursement claim
 - But EU-LOGIN (ECAS) account (username and password) must be personal
 - Email address in the EU-LOGIN account will be used for notifications

Participants: Personal details

- Must be entered in AGM under “profile details” as soon as invitation is accepted and at the latest 3 days before the meeting so that the meeting assistant can request an e-Pass in due time
 - Should be entered only once in AGM, unless update is necessary
- e-Pass on iPhone is valid

Reimbursement claim (1)

- Once notified that their bank account has been validated and that their presence has been confirmed at the meeting, participants can submit online via AGM their reimbursement claim including:
 - **Travel details**
 - **Travel expenses**
 - **Supporting documents (justification expenses/tickets/bills etc...)**

Reimbursement claim (2)

- Paper supporting documents must be scanned and attached to the reimbursement claim
 - ➔ supporting document needed also for travels by private car
- Only non-editable files with the extensions PDF, JPG, JPEG, PNG, TIF, TIFF, BMP or GIF can be uploaded
 - ➔ other formats (Word, Excel, Txt, etc.) to be converted into PDF
 - ➔ send an e-mail to EC-PDF-CODE-WEB@ec.europa.eu with the document attached; you will receive your document in PDF format
- Capacity limitation per file: 20 MB.

Reimbursement claim (3)

- Deadline of 30 calendar days is to be respected (2 reminders: 10 days, 20 days)
- A notification is sent to participants when the transfer for payment is sent.

Summary of main changes

- **Invitation and agenda will be sent through AGM**

- ⇒ no more sending invitations via emails

- **Registration via AGM**

- Experts need to **register** for a meeting via AGM (“accept invitation”)

- ⇒ no more on-line registration via <https://ec.europa.eu/eusurvey>

- Experts need to fill in their **personal details in AGM** (date of birth, ID/passport number via AGM - to comply with **security** rules and obtain access to the COM premises)

Summary of main changes

- **Reimbursement request shall be submitted through AGM**
 - ⇒ no need to bring reimbursement papers/tickets/invoices to meetings
 - ⇒ not possible to claim reimbursement after the deadline of 30 days – AGM closes automatically
 - ⇒ payments will be processed much quicker

Instructions and other useful information on the AGM Portal

<https://ec.europa.eu/tools/agm/>

- **Videos, FAQ, Manuals:** available in all EU official languages, except Irish (videos are subtitled)

<http://ec.europa.eu/tools/agm/en/support/general/introduction-agm>

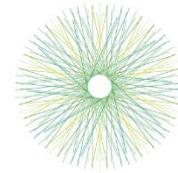
<http://ec.europa.eu/tools/agm/en/support/general/fo>

- **Help on EU-LOGIN (ECAS)** account creation and reset

<https://ec.europa.eu/tools/agm/en/support/registering-agm/eu-login-account-creation>

<https://ec.europa.eu/tools/agm/en/support/registering-agm/eu-login-password-reset>

- Dedicated support team to help on technical issues: send an email to **EC-AGM-SUPPORT@ec.europa.eu** (via “Contact us” section in AGM)



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All presentations and main background documents
are available on www.eip-agri.eu

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