



Appeal procedure

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

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eiturbanmobility.eu

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History of changes

Version	Publication Date	Change
1.0	9 November 2021	Initial version
2.0	21 February 2023	Replacement of “Lead Applicant” with “Project Leader” Change in the composition of the Appeal Panel
3.0	20 November 2023	Change in the composition of the Appeal Panel
4.0	22 July 2024	Change in the composition of the Appeal Panel Clarification of the grounds for the appeals Creation of the Appeal Form Template (Annex I)
5.0	18 December 2024	Appeal period extended to seven calendar days

Appeal procedure

The rules set out in this document are aimed at providing the applicants with a transparent appeal procedure concerning the decisions made by EIT Urban Mobility during the eligibility and admissibility check as well as during the evaluation and selection process of a proposal submitted to a Call for Proposals launched by EIT Urban Mobility.

1. Appeal requirements and conditions

1. The Project Leader is the only person entitled to file an appeal.
2. The right to appeal against a decision regarding the proposal selection applies to the Project Leader whose proposal was found inadmissible and/or ineligible during the admissibility and eligibility check or was rejected after the evaluation and selection process.
3. The appeal is to be lodged against the decision taken and communication by EIT Urban Mobility.
4. The appeal can be lodged upon the following grounds **only**:

Grounds of appeals against the outcomes of the admissibility and eligibility check:

- a. *Process errors by EIT Urban Mobility staff*
- b. *Technical problems beyond the applicant's control*
- c. *Obvious human/mechanical errors by EIT Urban Mobility staff*

Grounds of appeals against the outcomes of the evaluation and selection results:

- d. *Factual errors included in the Summary Evaluation Report (SER)¹*

If an appeal is accepted according to ground *d. Factual errors*, it is possible that all or part of the proposal, is re-evaluated by a new Evaluation Panel. In this case, the score following a re-evaluation may be lower than the original score. In case the re-evaluation results in a higher score and the proposal becomes eligible for funding, it will be either selected for funding or placed on the reserve list depending on budget availability.

Appeals cannot be made based on other grounds than those indicated above. For instance, appeals will **not** be accepted in the following situations (note that this list is not exhaustive):

¹ Factual errors are any facts/information included in the SER that is in contradiction with the submitted proposal.

- The proposal was not submitted by the Call deadline and the appellant didn't provide any clear and appropriate evidence of any technical error that prevented the submission.
- The proposal was placed on the reserve list.
- The appellant asks for more detailed feedback or requests a complete re-evaluation of the proposal without identifying clear factual errors or presenting evidence.
- The appellant provides additional information/documentation not included in the original submitted proposal.

The Project Leader must complete the Appeal Form Template available in Annex I and send it by email to pmo@eiturbanmobility.eu within a maximum of **7 calendar days²** from the day the official communication of the results was sent by EIT Urban Mobility. **Late appeals will not be considered. Appeals submitted without using the Appeal Form will not be considered.**

5. The EIT Urban Mobility Programme Management Officer (PMO) will confirm the receipt of the appeal in writing to the Project Leader.
6. An appeal will be rejected if:
 - a. It is submitted after the set deadline;
 - b. It is based on other grounds than those set out in point 4;
 - c. Any of the information requested in the Appeal Form Template is missing;
 - d. It is submitted without using the Appeal Form Template.
7. In case the appeal is rejected under provisions set out in point 6 the PMO will convey this information within 5 calendar days (of receipt of the appeal) to the Project Leader.

2. Internal appeal evaluation process

The PMO acts as the secretariat and examines the appeal of an inadmissible, ineligible or rejected proposal duly submitted by the Project Leader within the set deadline and according to the appeal requirements. PMO prepares a technical examination on the merit of the appeal and sends it to the Appeal Panel.

The appointed Appeal Panel evaluates all the available information provided by the Project Leader and the technical examination prepared by the PMO.

The role of the Appeal Panel is to ensure a coherent interpretation of the requests and equal treatment of applicants. The Appeal Panel, however, does not re-evaluate the proposal. In light of its review, **the Appeal Panel recommends a course of action to be followed.**

² Calendar days refer to every day on the calendar, including weekends and public holidays.

The Appeal Panel consists of at least 3 members:

- a. One EIT Urban Mobility Business Area Lead who is not involved in the Call for Proposals which is the subject of the appeal.
- b. Two EIT Urban Mobility Business Area Middle Managers who are not involved in the Call for Proposals which is the subject of the appeal.
- c. A Legal Counsel in a legal advisory capacity only.

The members of the Appeal Panel (and their respective deputies) are appointed by the CEO of EIT Urban Mobility at the beginning of each year. The list is periodically reviewed and updated if needed.

Impartiality of members of the Appeal Panel towards the case under review must be ensured. If this cannot be ensured, the relevant member shall refrain from the relevant case's review and be replaced by another impartial member.

The PMO shall provide the members of the Appeal Panel with a copy of:

- a. The Appeal Form and the supporting documents (if any) provided by the Project Leader.
- b. The technical examination prepared by the PMO.
- c. The original proposal and all supporting documents that were taken into consideration by the relevant persons involved in the proposal admissibility and eligibility check or the evaluation and selection process.
- d. Any other document relevant to the appeal process requested by the Appeal Panel members.

The Appeal Panel will have 5 calendar days to provide a binding decision after the receipt of the documentation provided by the PMO, through a written justification with explicit reference to the grounds mentioned in point 4.

The decision on the appeal is taken by the Appeal Panel by consensus and is communicated by PMO by email to the Project Leader within 5 calendar days of the receipt of the Appeal Panel decision.

The appeal procedure, from the receipt of the appeal to the communication of the Appeal Panel's decision to the Project Leader, should be resolved within a maximum of 20 calendar days.

The decision of the Appeal Panel is final, binding to all parties and not subject to any further appeal proceedings within EIT Urban Mobility based on the same grounds.

Annex I - Appeal Form

The appellant (Project Leader) must fill in and submit this Appeal Form by email to **pmo@eiturbanmobility.eu** within a maximum of **7 calendar days** from the day the official communication of the results was sent by EIT Urban Mobility. **Late appeals sent will not be considered. Appeals submitted without using this Appeal Form will not be considered.**

The appellant can provide relevant documentation when submitting the Appeal Form (e.g. screenshot). The supporting documents shall be provided by email and for the sole purpose of supporting the appeal. They will not alter the quality or content of the evaluated proposal.

1. Appellant **Name and Surname**:
2. Appellant **Organisation Name**:
3. Appellant **email** address:
4. **Reference number and acronym of the proposal** that is the subject of the appeal:
.....
5. Against **which grounds** do you wish to appeal (refer to point 4 of the Appeal Procedure document and tick the corresponding box):

Grounds of appeals against the outcomes of the admissibility and eligibility check:

- Process errors by EIT Urban Mobility staff*
- Technical problems beyond the applicant's control*
- Obvious human/mechanical errors by EIT Urban Mobility staff*

Grounds of appeals against the outcomes of the evaluation and selection results:

- Factual errors included in the Summary Evaluation Report (SER)*

Explain the reasons for the appeal, be specific and as clear as possible, including all elements being appealed, limited to those criteria outlined in point 4 of the Appeal Procedure document.

[Name/Surname/function of the appellant]

[signature] [date]