



# Appeal procedure

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 21 February 2023

[eiturbanmobility.eu](http://eiturbanmobility.eu)

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# Contents

Appeal procedure .....	3
1. Appeal requirements and conditions .....	3
2. Internal appeal evaluation process .....	4

# 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

# 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 the evaluation 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 ineligible during the admissibility and eligibility check or was rejected after the evaluation process.
3. The appeal is to be lodged against the communication issued by the EIT Urban Mobility Project Management Office (PMO) based on the decision taken by the EIT Urban Mobility Selection Committee.
4. The appeal can be lodged against the outcomes of the admissibility and eligibility check or the evaluation upon the following grounds **only**:
  - 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
  - d. Factual errors during the evaluation process

**Appeals cannot be made based on other grounds than those indicated above.**

If an appeal is accepted according to ground *d. Factual errors during the evaluation process* mentioned above, it is possible that all, or part of the proposal, is re-evaluated by a new evaluation panel. Otherwise, there will be no follow-up or re-evaluation of the proposal unless there is clear evidence for appealing under the grounds provided above.

5. The Project Leader must formally submit the appeal, including all the mandatory information required below, by email to [pmo@eiturbanmobility.eu](mailto:pmo@eiturbanmobility.eu) within **5 calendar days** of receiving the official notification of the outcomes. **Late appeals will not be considered.**

The appeal must contain:

- a. Name and address of the organisation of the Project Leader;
- b. Name, position and contact details of the appellant;
- c. Reference number and acronym of the proposal that is the subject of the appeal;

- d. Clear reasons for the appeal, including all elements which are being appealed and/or failures in adherence with procedures limited to those criteria outlined in point 4.
- e. Any supporting documents. The Project Leader must provide relevant documentation in support of its appeal.

The relevant documentation included in the appeal shall be provided for the sole purpose of supporting it. It will not alter the quality or content of the evaluated proposal.

6. The PMO will confirm the receipt of the appeal in writing to the Project Leader.
7. 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 at point 5 is missing.
8. In case the appeal is rejected under provisions set out in point 7, the PMO will convey this information within 5 calendar days (of receipt of the appeal) to the Project Leader and inform the responsible Thematic Area at EIT Urban Mobility.

## 2. Internal appeal evaluation process

The PMO acts as the secretariat and examines the appeal of an 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 itself, however, does not re-evaluate the proposal. In light of its review, **the Appeal Panel recommends a course of action to be followed.**

The Appeal Panel consists of at least 3 members, to be appointed from among the following bodies:

- a. EIT Urban Mobility Chief Executive Officer or Chief Operating Officer
- b. Two EIT Urban Mobility Thematic Area leads not involved in the related call
- 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

Impartiality of members of the Appeal Panel towards the case under review must be ensured. If this cannot be provided, 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 and all the supporting documents 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 bodies during the proposal admissibility and eligibility check and the evaluation process.
- d. Any other document requested by the Appeal Panel members relevant to the appeal.

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 the PMO in writing 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.