



Appeal procedure

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

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eiturbanmobility.eu



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Appeal procedure

The rules set in this document are aimed at providing a transparent appeal procedure in relation to decision made by the EIT Urban Mobility bodies during the eligibility and admissibility check.

Appeal requirements and conditions

1. Only the Lead Applicant is entitled to file an appeal.
2. The right to appeal applies to the Lead Applicant whose proposal was not selected during the evaluation and selection process.
3. The appeal is to be lodged against the communication issued by the EIT UM based on the decision by the Selection Committee. This is the only legally binding engagement with the Lead Applicant during the call process.
4. The appeal can be lodged only against the outcomes of the eligibility and admissibility evaluation upon the following basis:
 - Process errors
 - Technical problems beyond the control of applicants
 - Obvious human/mechanical errors by EIT Urban Mobility staff

Appeals cannot be made based on evaluation scores, consensus meeting or management team review.

5. Appeals must be formally lodged within 10 working days (excluding weekends and public holidays) after the Lead Applicant has received official notification of the results. Late appeals will not be considered.

Appeals must be addressed to: call2022@eiturbanmobility.eu

6. The appeal must include:
 - a. Name and address of the Lead Applicant;
 - b. Reference number and acronym of the application that is the subject of the appeal;



- c. Clearly indicated reasons for the appeal. Including listing all elements which are being appealed and/or failures in adherence with procedures limited to those criteria mentioned in point 4.
 - d. Any supporting documents. The Applicant must provide relevant documentation and/or testimonials in support of its appeal.
 - e. Signature of the legal representative of the Lead Applicant (scanned signatures are accepted);
7. The relevant documentation shall be provided for the sole purpose of supporting the appeal. It will not alter the quality or content of the evaluated application. No other grounds for the appeal than indicated in point 4 will be considered.
 8. An appeal will be rejected without further examination if submitted after the set deadline or if the formal requirements set in point 6 are not observed.
 9. In case the appeal is rejected under provisions set in point 7, the PMO conveys this information within 10 working days to the Lead Applicant and informs the Management Team.
 10. Within 5 working days after the receipt of the appeal, the PMO confirms to the Lead Applicant in writing having received the appeal and notifies the Management Team.

Internal appeal evaluation process

The PMO receives the appeal from the Lead Applicant of an ineligible proposal in time and according to the appeal requirements and conditions defined.

The PMO examines the appeal and prepares its technical examination regarding the merit of the appeal, with the support of the external evaluators.

The appeal is then examined based on the information brought forward by the Lead Applicant in the appeal and the technical examination prepared by the Appeal Panel.

The Appeal Panel is the only body entitled to review an appeal against a decision regarding evaluation and selection of proposals (co)financed by EIT UM.

The Appeal Panel comprises:

- a. Independent Supervisory Board member

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- b. Ancillary Board Legal and Compliance member
- c. A member of the Management Team
- d. Presence of Legal Counsel

The members of the Appeal Panel are appointed by the CEO.

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

The PMO acts as the secretariat for the Appeal Panel and provides any assistance necessary for the review of the appeal.

The PMO shall provide the Members of the Appeal Panel no later than 10 working days after the receipt of the appeal with a copy of:

- a. The appeal with the technical examination by the PMO
- b. The original application and all supporting documents that were taken into consideration by the relevant bodies during the proposal evaluation and selection process
- c. All documents relating to the evaluation of the application in question including checklists and the record of the Selection Committee's decision
- d. Any other document requested by the members of the Appeal Panel relevant to the appeal.

The Appeal Panel will have five working days to provide a binding decision through written procedure.

The decision if the appeal is justified or to be rejected is taken by the Appeal Panel by consensus. In case it is justified, the case will be sent back to the EIT UM MT to review the proposal application and its evaluation. The Appeal Panel has to provide the EIT UM MT with a written justification with explicit reference to the criteria established in the Appeal Procedure.

The decision of the Appeal Panel is communicated by the PMO in writing to the Lead Applicant and the Management Team within five working days from 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 Lead Applicant, should be resolved within maximum 30 calendar days.

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

