



Monitoring and Reporting procedure

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

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Monitoring and reporting procedure

The rules set in this document are aimed at providing a summary of information on the monitoring and reporting procedure during the implementation of the KAVAs.

Portfolio Monitoring

EIT Urban Mobility is responsible for monitoring the entire portfolio of activities and proactively address any deviations or risks related to the processes in place (financial and performance monitoring), the results to be achieved (outcomes and deliverables) and the expected impact (KPIs and commercialisation). The monitoring framework is based on an initial kick-off, mid-term, and final review meetings. A GO/NO GO monitoring-assessment system assesses any criticality, deviation, and risks of the projects/KAVAs of the portfolio during their implementation, and supports mitigations and correction actions, technical and financial readjustment, and eventually the cancellation and termination of projects/KAVAs.

Amendment

The amendment of the Business Plan is a reporting requirement from the EIT. It takes place halfway through the year and enables EIT Urban Mobility and its partners to update the Business Plan. During the amendment process, changes in projects can take place. Minor changes (e.g., change of the person responsible for specific tasks/activities, delays of deliverables/outputs) can be done throughout the year. Major changes (e.g. partner changes, cancellation/addition of tasks or deliverables) should only be reported as part of the amendment to the Business Plan.

Final reporting

The final reporting of the Business Plan is a formal requirement from the EIT. It takes place during Q1 of Year +1 and has two main components: Performance reporting and Cost reporting. Performance Reporting of the Business Plan is performed at project level. Activities report on their work and results, justify reasons behind deviations and provide documents such as KPI supporting documents and Deliverables. Cost reporting is performed at Partner level. Each partner participating in a given Business Plan should report on their costs, co-funding amounts to justify their EIT funding request. Also partners with EIT funding > €325K€ (excluding 25% of indirect costs) need to undergo a Certificate of Financial Statement (CFS) audit.

Continuation of the activities beyond 2021

In Q4 of 2021 (and also in the following years in Q4) a monitoring session will check the implementation of the work packages of the given year and evaluate the success, impact and reaching the KPI targets. Based on the experiences of the evaluation, for the next year an activity and budget plan has to be delivered by the RIS hub identifying the suggested activities for the next year. This plan will be reviewed, commented and evaluated by EIT Urban Mobility and the agreed content will be the basis of the next year implementation plan and budget for the RIS Hub.