



# Monitoring and Reporting procedure

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 28 October 2021

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

Co-funded by the  
European Union



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# 1. Monitoring and reporting procedure

The rules set in this document are aimed at providing the beneficiaries with a summary of information on the monitoring and reporting procedure during the implementation of their projects (so-called KAVAs<sup>1</sup>) co-funded by EIT Urban Mobility.

## 1.1 Portfolio Monitoring

EIT Urban Mobility is responsible for monitoring the entire portfolio of activities and proactively addressing 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. Beneficiaries will be asked to report on the progress of their activities and the project's results every 6 months through the reporting section of the e-Submission PLAZA platform that will remain accessible to them during the entire project implementation.

A GO/NO GO monitoring-assessment system performed by EIT will assess any criticality, deviation, and risks of the projects/KAVAs of the portfolio during their implementation, and will support mitigations and correction actions, technical and financial readjustment, and eventually the cancellation and termination of projects/KAVAs.

## 1.2 Amendment

The progress of the activities of these co-funded projects and their corresponding expenditures are described in a Business Plan that is prepared by EIT Urban Mobility and submitted to EIT.

The amendment of this 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 initial submitted Business Plan.

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<sup>1</sup> KAVAs (KIC added value activities) are KIC activities contributing to the integration of the knowledge triangle of research, innovation and higher education, including establishment, administrative and coordination activities of the KICs, and contributing to the overall objectives of the EIT.

Amendments may be requested by any of the parties during the implementation of the projects because changes to the **agreement/Business Plan** might be needed.

Minor changes (e.g., change of the person responsible for specific tasks/activities, delays of deliverables/outputs) can be requested (and dully justified) by the Lead beneficiary (on behalf of the consortium) and done throughout the year without a need for an amendment. However, major changes (e.g. partner changes, cancellation/addition of tasks or deliverables) must be reported and justified by the Lead beneficiary (on behalf of the consortium) and will be included as part of the overall amendment to the Business Plan prepared by EIT Urban Mobility and submitted to EIT for approval.

### 1.3 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 a project level. Each beneficiary is requested to report to EIT Urban Mobility on the project's activities and results, justify reasons behind deviations and provide relevant 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 the costs incurred during the implementation of the project as well as on the co-funding amounts in order to justify their EIT funding request. In addition, partners with an EIT funding allocation > €325K€ (excluding 25% of indirect costs) need to undergo an audit. Certificate of Financial Statement (CFS) audit (for further information on the costs, please refer to the Eligibility of expenditures document)

In addition, as set out in Art. 20 of the HE MGA, each beneficiary must keep appropriate and sufficient evidence to prove the eligibility of all the costs declared, proper implementation of the action and compliance with all the other obligations under the Grant Agreement. The evidence must be verifiable, auditable and available. It must be correctly archived for the duration of the project indicated in the Grant Agreement. In general, the evidence must be kept for at least 5 years after the final payment or longer if there are ongoing procedures (audits, investigations, litigation, etc).