

**Guidelines and template for**

***Activity Plan 2021 Regional Innovation Scheme (RIS) Hubs***

EIT Urban Mobility

31 May 2021

**Table of contents**

[1. General Information 2](#_Toc73361900)

[2. Contacts 2](#_Toc73361901)

[3. Activity overview 3](#_Toc73361902)

[3.1 Expected outcomes and impact of activity on economy and society 3](#_Toc73361903)

[3.2 Workplan 2021 3](#_Toc73361904)

[3.3 Workpackage descriptions 4](#_Toc73361905)

[3.4 Role of partners and team members 13](#_Toc73361908)

[3.5 Network of stakeholders 13](#_Toc73361909)

[3.6 Risk Management 13](#_Toc73361910)

[4. Activity specific info 14](#_Toc73361911)

[4.1 Communication & Dissemination plan 14](#_Toc73361912)

[4.2 Gender and Diversity 14](#_Toc73361913)

[4.3 Ethics requirements 14](#_Toc73361914)

[5. Sustainability 15](#_Toc73361915)

[6. Budget 15](#_Toc73361916)

[6.1 Budget estimate of the activity plan 15](#_Toc73361917)

[6.2 Budget breakdown partner by partner 16](#_Toc73361918)

**EIT Urban Mobility – Guideline for Proposals 2021 on Regional Innovation Scheme (RIS) Hubs**

*A short and succinct workplan is appreciated. Please use* ***Calibri Light 10pt****, standard line spaces and margins.*

# **General Information**

|  |  |
| --- | --- |
| **Activity title** | Country RIS Hub activity in xxxxx |
| **Activity description for public dissemination (max. 1.000 characters)**  | *Please provide a short paragraph that describes your Activity and its impact. This entry should be suitable for public dissemination in e.g. the internet, flyers, etc. Please note that therefore this should not contain any jargon, acronyms, confidential or sensitive information* |

# **Contacts**

|  |  |
| --- | --- |
| **Activity website (if applicable)** |  |
| **Activity Lead Partner** | *Please indicate the Lead Partner for the Activity* |
| **Activity Leader** | *Person name* |
| **Email Activity Leader** | *email address* |
| **Phone number Activity Leader** | *Phone number* |
| **Consortium** | *Specify all involved organisations(not relevant if the HUB is represented by a sole organization)**Organization 1 – Contact person, position, email address, phone number**Organization 2 – Contact person, position, email address, phone number**Please use as many lines as many member of your consortium has…* |

# **Activity overview**

## Expected outcomes and impact of activity on economy and society

*(max 2.000 characters)*

*Please state the broader impact achieved through the outputs of the activity, the extent and kind of impact the activity has on its participants, the potential users of its outputs, and the world at large. Impact shall be understood as any change, benefit or value resulting from the activity. This includes intended as well as unintended effects, negative as well as positive, and long-term as well as short-term.*

*Also please describe how the overall activity supports the EIT Urban Mobility strategic Agenda and EIT Urban Mobility RIS Strategy?*

|  |
| --- |
|  |

## 3.2 Workplan 2021

*(max 5.000 characters)*

*Please provide an overview of the work that is planned within the project for the year 2021. Describe also the feasibility of your approach. The description should be on a high level, listing the key aspects and success criteria introducing work package (WP) breakdown.*

|  |
| --- |
|  |

## Workpackage descriptions

*Please provide a detailed description for each workpackage you implement separately.*

*Please specify your tasks for all the following workpackage:*

1. *Mandatory activities*

*Further WPs are possible e.g. on the following fields (also several WPs are possible for the same thematic fields)*

1. *Awareness raising, info events, support of potential candidates,*
2. *Support of local innovation activities*
3. *Support of local education activities*
4. *Support of local business creation activities*
5. *Local community building, knowledge triangle integration, strengthening the local innovation ecosystem*

For all WPs you have to define Outputs (OUT), Deliverables (DEL) and KPIs.

### Outputs

***Something that is not a document and cannot be uploaded***

*The tangible or intangible results of an activity, e.g. the concrete technology, product, service, method, design, concept, methodology, approach, skills and experience, etc. created by the activity.*

*Examples: new products or processes, transformation of existing products, innovative education and training modules, new curricula and qualifications, e-learning modules, guidance material for new approaches and methodologies, testbeds and experimental facilities, prototypes, patents, publications, start-ups, new jobs, business models, etc.*

### Deliverables

***Deliverables are Documents encapsulating the outputs (see above) created by a Activity Lead and can be upload.***

*Please describe in a condensed way each deliverable that is planned within the Activity for the year 2021 in the table below and expected date of delivery. Deliverables in the sense used by EIT mean:*

*Examples: comparative studies, market analysis reports, design documents, handbook and training tools, innovative education and training module descriptions, new curricula specifications, seminar reports, conference reports, newsletters, term sheets for newly created or supported start-ups, etc.*

*The deliverables specified here need to fully document the achievements of the activity.*

### EIT Core KPI targets

***Results that can be reported as performance indicators or KPIs selected from Annex4 . KPIs cannot be indicated as deliverables.***

*For the definition of the EIT Core KPIs please consult Annex4.*

*Please enter target values for the selected KPIs and read carefully the documentation requirements (column 4. supporting evidence) or, in other words, how to create evidence for KPI achievements.*

*It is important to indicate which task will deliver the KPI planned. Same type of KPIs delivered by different tasks shall be indicated separately.*

### EIT Urban Mobility Specific KPI targets

*For the definition of the EIT UM specific KPIs please consult Annex4.*

*Please choose KPI types and enter target values. Please also note the documentation requirements for KPI achievements (see. Annex 4, column 4. supporting evidence). It is important to indicate which task will deliver the KPI planned. Same type of KPIs delivered by different tasks shall be indicated separately.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Workpackage number:** | **0** | Start date |  | Finish date |  |
| Workpackage name: | Mandatory activities |
| WP lead partner |  | Contributing partners: |  |  |  |  |
| FTE |  | FTE: |  |  |  |  |
| **Workpackage description** – *describe an overview of the purpose and the activities that are planned within this work package (Max 1.500 Character)**Please note that the tasks and KPIs connected to WP0 should be accounted separately from similar tasks in other WPs. For example, you plan a workpackage specifically for developing and supporting start-ups. The value of the belonging KPI, EITHE03.2, for example is 10 supported startups. In this case, 2 out of the 10 must be added to the EITHE03.2 KPI of the mandatory WP0 according to the minimum mandatory value – see below list. The remaining 8 start-ups belong to the work package specific for developing and supporting start-ups. Naturally, during the execution of the work packages the development of all the 10 start-ups should be handled as one. Only the value of the EITHE03.2 KPI should be split between WP0 and the work package specific for developing start-ups.***Task 1** – Dissemination and communication plan**Task 2** – Organization of 1 stakeholder event**Task 3** – Supporting start-ups/scale-ups**Task 4** – Education activity**Task 5** – Actively promoting EIT UM activities**Task 6** – Annual hub meeting**Task 7** – Reporting activity*Please consult Annex 2. for more details and KPIs*. |
| Deliverables |
| *WP0D01* | *Name of deliverable* | *Task to which belongs* | *Delivery date* | *description* |
| *WP0D02* | *Name of deliverable* | *Task to which belongs* | *Delivery date* | *description* |
| … |  |  |  |  |
| Outcomes |
| *WP0O01* | *Name of outcome* | *Task to which belongs* | *Delivery date* | *description* |
| *WP0O02* | *Name of outcome* | *Task to which belongs* | *Delivery date* | *description* |
| … |  |  |  |  |
| Mandatory KPIs  |
| EITHE15# of web and social media reaches/views | *Task to which belongs* | *Expected delivery date* | *Target value related to the named Task: 10,000*  | *Description, comments:* |
| *KONHE06* # Outreach events in EIT RIS countries | *Task to which belongs* | *Expected delivery date* | *Target value related to the named Task: 1* | *description, comments:* |
| EITHE03.2 EIT RIS Start-ups/scale-ups supported\* | *Task to which belongs* | *Expected delivery date* | *Target value related to the named Task: 2* | *description, comments:* |
| EITHE08.1 \*\*Participants in (non-degree) education and training | *Task to which belongs* | *Expected delivery date* | *Target value related to the named Task: 10* |  |
| *KONHE08\*\** # Education activities at EIT RIS hubs | *Task to which belongs* | *Expected delivery date* | *Target value related to the named Task: 1* |  |

*Repeat the above table as many times as needed, use numbering respectively*

*\*and\*\*: either EITHE03.2 EIT* ***or*** *EITHE08.1/KONHE08 should be chosen*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Workpackage number:** | **1** | Start date |  | Finish date |  |
| Workpackage name: | *Awareness raising, info events, support of potential candidates* |
| WP lead partner |  | Contributing partners: |  |  |  |  |
| FTE |  | FTE: |  |  |  |  |
| **Workpackage description** – *describe an overview of the purpose and the activities that are planned within this work package (Max 750 Character)****Task 1*** *– description of activities within task 1, which partner responsible for this task, list of outputs and deliverables and KPIs (from the below list) delivered by this Task****Task 2*** *– description of activities within task 1, which partner responsible for this task, list of outputs and deliverables and KPIs (from the below list) delivered by this Task***Task ….-** please add as many task description line as needed |
| Deliverables |
| *WP1D01* | *Name of deliverable* | *Task to which belongs* | *Delivery date* | *description* |
| *WP1D02* | *Name of deliverable* | *Task to which belongs* | *Delivery date* | *description* |
| … |  |  |  |  |
| Outcomes |
| *WP1O01* | *Name of outcome* | *Task to which belongs* | *Delivery date* | *description* |
| *WP1O02* | *Name of outcome* | *Task to which belongs* | *Delivery date* | *description* |
| … |  |  |  |  |
| KPIs  |
| *KPI Code(see annex 4)* | *Task to which belongs* | *Expected delivery date* | *Target value of this KPI related to Task named* | *Description, comments:* |
| *KPI Code(see annex 4)* | *Task to which belongs* | *Expected delivery date* | *Target value of this KPI related to Task named* | *description, comments:* |
| ……. |  |  |  |  |

*Repeat the above table as many times as needed, use numbering respectively*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Workpackage number:** | **2** | Start date |  | Finish date |  |
| Workpackage name: | *Support of local innovation activities* |
| WP lead partner |  | Contributing partners: |  |  |  |  |
| FTE |  | FTE: |  |  |  |  |
| **Workpackage description** – *describe an overview of the purpose and the activities that are planned within this work package (Max 750 Character)****Task 1*** *– description of activities within task 1, which partner responsible for this task, list of outputs and deliverables and KPIs (from the below list) delivered by this Task****Task 2*** *– description of activities within task 1, which partner responsible for this task, list of outputs and deliverables and KPIs (from the below list) delivered by this Task***Task ….-** please add as many task description line as needed |
| Deliverables |
| *WP2D01* | *Name of deliverable* | *Task to which belongs* | *Delivery date* | *description* |
| *WP2D02* | *Name of deliverable* | *Task to which belongs* | *Delivery date* | *description* |
| … |  |  |  |  |
| Outcomes |
| *WP2O01* | *Name of outcome* | *Task to which belongs* | *Delivery date* | *description* |
| *WP2O02* | *Name of outcome* | *Task to which belongs* | *Delivery date* | *description* |
| … |  |  |  |  |
| KPIs  |
| *KPI Code(see annex 4)* | *Task to which belongs* | *Expected delivery date* | *Target value of this KPI related to Task named* | *Description, comments:* |
| *KPI Code(see annex 4)* | *Task to which belongs* | *Expected delivery date* | *Target value of this KPI related to Task named* | *description, comments:* |
| ……. |  |  |  |  |

*Repeat the above table as many times as needed, use numbering respectively*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Workpackage number:** | **3** | Start date |  | Finish date |  |
| Workpackage name: | *Support of local business creation activities* |
| WP lead partner |  | Contributing partners: |  |  |  |  |
| FTE |  | FTE: |  |  |  |  |
| **Workpackage description** – *describe an overview of the purpose and the activities that are planned within this work package (Max 750 Character)****Task 1*** *– description of activities within task 1, which partner responsible for this task, list of outputs and deliverables and KPIs (from the below list) delivered by this Task****Task 2*** *– description of activities within task 1, which partner responsible for this task, list of outputs and deliverables and KPIs (from the below list) delivered by this Task***Task ….-** please add as many task description line as needed |
| Deliverables |
| *WP3D01* | *Name of deliverable* | *Task to which belongs* | *Delivery date* | *description* |
| *WP3D02* | *Name of deliverable* | *Task to which belongs* | *Delivery date* | *description* |
| … |  |  |  |  |
| Outcomes |
| *WP3O01* | *Name of outcome* | *Task to which belongs* | *Delivery date* | *description* |
| *WP3O02* | *Name of outcome* | *Task to which belongs* | *Delivery date* | *description* |
| … |  |  |  |  |
| KPIs  |
| *KPI Code(see annex 4)* | *Task to which belongs* | *Expected delivery date* | *Target value of this KPI related to Task named* | *Description, comments:* |
| *KPI Code(see annex 4)* | *Task to which belongs* | *Expected delivery date* | *Target value of this KPI related to Task named* | *description, comments:* |
| ……. |  |  |  |  |

*Repeat the above table as many times as needed, use numbering respectively*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Workpackage number:** | **4** | Start date |  | Finish date |  |
| Workpackage name: | *Support of local education activities* |
| WP lead partner |  | Contributing partners: |  |  |  |  |
| FTE |  | FTE: |  |  |  |  |
| **Workpackage description** – *describe an overview of the purpose and the activities that are planned within this work package (Max 750 Character)****Task 1*** *– description of activities within task 1, which partner responsible for this task, list of outputs and deliverables and KPIs (from the below list) delivered by this Task****Task 2*** *– description of activities within task 1, which partner responsible for this task, list of outputs and deliverables and KPIs (from the below list) delivered by this Task***Task ….-** please add as many task description line as needed |
| Deliverables |
| *WP4D01* | *Name of deliverable* | *Task to which belongs* | *Delivery date* | *description* |
| *WP4D02* | *Name of deliverable* | *Task to which belongs* | *Delivery date* | *description* |
| … |  |  |  |  |
| Outcomes |
| *WP4O01* | *Name of outcome* | *Task to which belongs* | *Delivery date* | *description* |
| *WP4O02* | *Name of outcome* | *Task to which belongs* | *Delivery date* | *description* |
| … |  |  |  |  |
| KPIs  |
| *KPI Code(see annex 4)* | *Task to which belongs* | *Expected delivery date* | *Target value of this KPI related to Task named* | *Description, comments:* |
| *KPI Code(see annex 4)* | *Task to which belongs* | *Expected delivery date* | *Target value of this KPI related to Task named* | *description, comments:* |
| ……. |  |  |  |  |

*Repeat the above table as many times as needed, use numbering respectively*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Workpackage number:** | **5** | Start date |  | Finish date |  |
| Workpackage name: | *Local community building, knowledge triangle integration, strengthening the local innovation ecosystem* |
| WP lead partner |  | Contributing partners: |  |  |  |  |
| FTE |  | FTE: |  |  |  |  |
| **Workpackage description** – *describe an overview of the purpose and the activities that are planned within this work package (Max 750 Character)****Task 1*** *– description of activities within task 1, which partner responsible for this task, list of outputs and deliverables and KPIs (from the below list) delivered by this Task****Task 2*** *– description of activities within task 1, which partner responsible for this task, list of outputs and deliverables and KPIs (from the below list) delivered by this Task***Task ….-** please add as many task description line as needed |
| Deliverables |
| *WP5D01* | *Name of deliverable* | *Task to which belongs* | *Delivery date* | *description* |
| *WP5D02* | *Name of deliverable* | *Task to which belongs* | *Delivery date* | *description* |
| … |  |  |  |  |
| Outcomes |
| *WP5O01* | *Name of outcome* | *Task to which belongs* | *Delivery date* | *description* |
| *WP5O02* | *Name of outcome* | *Task to which belongs* | *Delivery date* | *description* |
| … |  |  |  |  |
| KPIs  |
| *KPI Code(see annex 4)* | *Task to which belongs* | *Expected delivery date* | *Target value of this KPI related to Task named* | *Description, comments:* |
| *KPI Code(see annex 4)* | *Task to which belongs* | *Expected delivery date* | *Target value of this KPI related to Task named* | *description, comments:* |
| ……. |  |  |  |  |

*Repeat the above table as many times as needed, use numbering respectively*

## Role of partners and team members

*Please provide information on how each orgnaisation involved in the operation of the RIS HUB is connected to each task defined in the workplan, what are the roles and their contribution to each indicated outcome?*

*Add further lines as needed.*

|  |  |
| --- | --- |
| **Partner organization: [organization abbreviation]** | *Partner name* |
| *Partner description* | *Partner role(s)* |
| **Partner organization: [organization abbreviation]** | *Partner name* |
| *Partner description* | *Partner role(s)* |
| **Partner organization: [organization abbreviation]** | *Partner name* |
| *Partner description* | *Partner role(s)* |

## Network of stakeholders

*(max 2.000 characters)*

*Please provide an overview of your connections and network of stakeholders that supports you to make an impact on the innovation ecosystem and on the change of the urban mobility of your country. Please highlight your supporting cities and network especially.*

|  |
| --- |
|  |

## Risk Management

*Please provide information on the major RISKs you identify in relation of your planned activity and the foreseen impact of your achievements. The risk categories are predefined. Risk categories are: External (e.g. technological, business); Strategic; Operational; Legal; Financial; Governance & Management; Other.*

*Risk impact: low, medium, high. The rest of fields are not predefined.*

*Add further lines as needed.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Category**  | **Risk Title**  | **Risk Likelihood**  | **Risk Impact**  | **Risk Description**  | **Risk Mitigation** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# **Activity specific info**

## Communication & Dissemination plan

***Do you confirm you will create a detailed Communication and Dissemination Plan as a mandatory deliverable by latest one month after contracting?:***

Yes

YES

No

NO

*Please be aware of the branding requirement available* [***HERE***](https://eitum.sharepoint.com/%3Af%3A/r/sites/Partners/PartnerDocuments/Communication?csf=1&web=1&e=z0Crde)

## Gender and Diversity

***Do you confirm that within all of your planned activity, you will provide equal opportunities for participants regardless of the gender, sexual orientation, nationality, age, religion, etc… of the individuals participating in our programs?:***

Yes

YES

No

NO

## Ethics requirements

Where a proposal contains the recruitment and/or evaluation of human volunteers, e.g. collection of biological samples, personal data, medical interventions, interviews, observations, evaluation of devices, tracking or the secondary use of information provided for other purposes (e.g. other research projects, officially collected information, social media sites), it is required to include a statement in the submission document confirming that the H2020 Programme Guidance –‘How to complete your ethics self-assessment’ has been read and that the guidance with respect to completion of procedures for ethics approval in your local region will be followed.

***Do you confirm that the H2020 Programme Guidance –‘How to complete your ethics self-assessment’ has been read and that the guidance with respect to completion of procedures for ethics approval in your local region will be followed?:***

Yes

YES

No

NO

For a complete overview regarding ‘Ethics’ under Horizon 2020, please consult the following website: <https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm>

# **Sustainability**

*Please provide information how the activities and results created by this project can be continued and maintained without EIT Urban Mobility Funds for at least 3 to 5 years. What business model you may implement to keep the activity ongoing and how can you leverage on National and regional funds. Max 1000 characters.*

# **Budget**

*Please provide an estimate of the expected project costs and co-funding on Activity level in the tables below.*

## Budget estimate of the activity plan

*Add further lines as needed.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WP number** | **WP Costs 2021(EUR)****(Total cost including cofinancing)** | **Thereof: Personnel costs (EUR)** | **Requested EIT Funding (EUR)** | **Co-funding (EUR)** | **Co-funding ratio (%)** |
| ***WP0*** |  |  | ***22.000*** | ***3.000*** | ***12%*** |
| ***WP1*** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | ***WPs total*** |  |  |  |  |

## Budget breakdown partner by partner

*For more partner please insert a new table.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner name:*****Partner 1*** | **Amount in EUR****(just the EIT funding)** | ***Workpackage*** | ***Justification*** |
| **A Personnel** |  |  | *Please briefly explain the personnel-related budget of your Activity.**Please provide details on the job categories and estimated FTE per each profile used for the activity implementation.**Please do not provide any details per Task nor per Partner, as the persons reviewing this will not have access to this additional information.**FTE numbers should be on a yearly basis, i.e. 1 FTE means 1 person full time for the full year.* |
| **B Subcontracting** |  |  | *Please provide information based on the AMGA relevant chapter* |
| **C1 Subgranting** |  |  | *Please provide information based on the AMGA relevant chapter* |
| **C2 Prizes**  |  |  | *Please provide information based on the AMGA relevant chapter* |
| **D1 Travel and subsistence** |  |  | *Please briefly explain the travel-and-subsistence-related budget of your Activity. Please include a list of planned relevant meetings, workshops and other relevant events, including the number of people traveling, if possible.**Please do not refer to specific Tasks. (If your Activity is selected, this text will be copied into the Business Plan and therefore needs to provide only Activity-level information).* |
| **D2 Depreciation** |  |  | *What equipment you are planning to buy for depreciation, please describe how much of the equipment time is usedfor this specific action* |
| **D3 Cost of other goods and services** |  |  | *Please briefly explain the consumables and other goods and services to be purchased.* |
| **D5 Costs of internally invoiced goods and services** |  |  |  |
| **Indirect Cost** |  |  |  |
| **Total Cost**  | (Sum of the costs from A to F) |  |  |
| **EIT funding requested (EUR)** |  |  |  |
| **Co-funding (EUR)**  | (= ”total cost” – “EIT funding”) |  |  |

*Cost category eligibility shall be in line with AMGA: https://ec.europa.eu/research/participants/data/ref/h2020/grants\_manual/amga/h2020-amga\_en.pdf*