



Electric Mobility Europe Call 2016

Evaluation Manual EMEurope - full proposals *Quality assessment by peer review*

Call launch:

2 November 2016

Deadline submission EMEurope full proposals:

9 June 2017, 17:00 CET

Deadline finalisation Individual Assessment Reports for independent experts:

25 August 2017

[Version: 7 July 2017]



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1. Introduction

In collaboration with the European Commission and the European Green Vehicles Initiative Association, European countries and regions set up the Electric Mobility Europe Call 2016 (EMEurope Call 2016) to further promote and advance electric mobility in Europe. Funded projects in the EMEurope Call 2016 shall focus on the application and implementation of e-mobility in urban and suburban areas.

In the EMEurope Call 2016 14 countries and regions and the European Commission are providing research funds totalling some 23,000,000 EUR for coordinated funding of Research & Innovation projects.

The EMEurope Call 2016 will support Research & Innovation projects addressing the following 5 key areas of electric mobility:

1. System integration (transport, urban and sub-urban areas);
2. Integration of urban freight and city logistics in e-mobility;
3. Smart Mobility concepts and ICT applications;
4. Public Transport;
5. Consumer behaviour and societal trends.

The transnational call was open for applicants from the countries and regions providing funding to the EMEurope Call 2016: Austria, Belarus, Denmark, Finland, Germany, Hungary, Israel, Italy-Piedmont Region, the Netherlands, Poland, Spain-Catalonia Region, Spain, Sweden and Turkey.

For more information see the EMEurope website: <https://www.electricmobilityeurope.eu>.

The EMEurope Call 2016 has a 2-step submission and evaluation approach:

1. Submission and evaluation of light proposals on national/regional level (submission deadline 6 February 2017) (Step 1);
2. Submission (on invitation only) and evaluation of full proposals by international peer review (submission deadline 9 June 2017) (Step 2).

All timely received light proposal applications have been subject to a transnational completeness and eligibility assessment by the EMEurope Call Secretariat and subsequently eligibility and quality assessments by the involved national/regional funding providers.

Afterwards, the involved funding providers reached consensus on the selection of best quality proposals to invite for full proposal submission.

This evaluation manual provides detailed guidance and instructions for the evaluation of the full proposals by international peer review in Step 2.

The EMEurope Call 2016 timeline is as follows:

Step	Deadline
Individual Assessment Reports (IARs) by experts, completion and finalisation in Call Management Tool	25 Aug 2017
Consensus Meeting (presence days) (consensus on JARs and ranking list proposals)	18-19 Sep 2017
Governance Board Meeting (consensus on selection list proposals)	27-28 Sep 2017
Approval European Commission on selection list proposals	Early Oct 2017
Negotiation phase	Oct – Dec 2017
Research and Innovation projects start	Dec 2017 / Jan 2018

The evaluation process of both light proposals (Step 1) and full proposals (Step 2) is organised and coordinated by the EMEurope Pilot Group (TRC, RWS and FFG). Contact point for questions and support is the EMEurope Call Secretariat: callsecretariat@electricmobilityeurope.eu.

The evaluation of full proposals in Step 2 will be monitored by an independent observer and an EC representative.

Before the submission deadline on 6 February 2017, 33 light proposals were timely submitted via the Call Management Tool (CMT). After transnational eligibility check by the EMEurope Call Secretariat, 6 light proposals were found to be inadmissible. The remaining 27 were forwarded to the involved funding programmes for national/regional eligibility check and assessment. The evaluation results of the national/regional funding programmes were discussed in a joint meeting in Budapest, Hungary on 4 April 2017. At this meeting additional 5 light proposals were found either inadmissible or of poor quality. The remaining 22 light proposals were invited to submit a full proposal until 9 June 2017.

2. Full proposal evaluation - overview on the process

This chapter gives a brief overview on the process of the full proposal evaluation. More details are given in the following chapters.

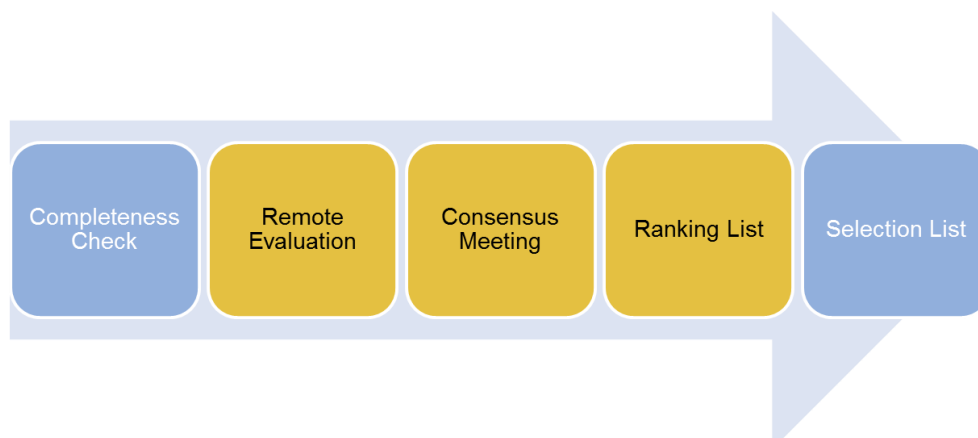
In a first step, all full proposals submitted underwent a completeness check done by the EMEurope Call Secretariat. Herein, the full proposals were checked to ensure they are in line with the corresponding light proposals and that prescribed conditions have been considered properly. After the completeness check, the full proposals have been forwarded to the evaluators of the peer review for qualitative assessment.

The Horizon 2020 ERA-NET Cofund guidelines prescribe that for securing the EC funding contribution proposals should ultimately be assessed quality-wise by a peer review of independent international experts. The quality assessment process comprises a remote evaluation period in which evaluators receive access to their assigned full proposals via the web-based CMT in order to prepare an Individual Assessment Report (IAR) for each of these proposals. Each full proposal will be assessed by an evaluation panel of three experts. For each proposal, the EMEurope Call Secretariat will merge the three IARs in one draft Joint Assessment Report (JAR).

At the first day of a 2-days Consensus Meeting, the evaluation panels have to come to a consensus on the scores and content of the draft JARs. Consequently, the JARs will be updated. These updated JARs form the basis for the discussions, consensus making and agreement on the quality ranking of proposals during a plenary session at the second day of the Consensus Meeting. Both days will be attended and monitored by an independent observer and an EC representative.

The ranking list strictly defines the sequence of proposals for negotiation and funding. The finally available amount of EMEurope call funding defines the number of proposals from the ranking list that eventually can be funded. This together makes the selection list.

Process overview



3. Qualitative assessment of EMEurope full proposals

3.1 Remote evaluation by means of the Call Management Tool

The quality assessment of each full proposal will be carried out by an evaluation panel, composed of three independent, international evaluators. Full proposals are assigned to specific evaluators based on the key areas and research questions addressed in the proposals and the indicated fields of expertise by the evaluators. In addition to this manual, the independent experts have received a list of evaluators and their assignment to full proposals and evaluation panels.

When registering in the CMT, each evaluator must declare agreement to maintaining confidentiality and carry out a Conflict of Interest (CoI) check. As the experts will also be attending the Consensus Meeting, they will have influence on the final results of the evaluation process. For this reason, it is necessary that experts consider **all proposals** in the CoI check by going through the abstracts and consortia of the proposals in the compilation document provided in the CMT.

In the next step, each evaluator individually assesses the proposals assigned to him/her and enters his/her IARs for each of these proposals into the CMT. The deadline for submission of the IARs is **25 August 2017**. This marks the end of the remote evaluation of the peer review.

3.2 Criteria for full proposal assessment

The following evaluation criteria, scores and thresholds are compulsory for the quality assessment by international peer review (next page):

Quality assessment criteria Horizon 2020 (specified for collaborative research projects)

EXCELLENCE	IMPACT	QUALITY AND EFFICIENCY OF THE IMPLEMENTATION
<ul style="list-style-type: none"> • Sound concept and quality of objectives in line with the call challenges, objectives and scope; • Progress beyond the state-of-the-art; • Quality and effectiveness of the scientific and technological methodology and associated work plan. 	<ul style="list-style-type: none"> • Contribution at the transnational (and/or European) level to the expected impacts listed in the call text under the relevant domain(s); • Appropriateness of measures for the dissemination and/or exploitation of transnational projects results and management of intellectual property. 	<ul style="list-style-type: none"> • Appropriateness of the management structure and procedures; • Quality and relevant experience of the individual applicants; • Quality of the consortium as a whole (including complementarity, balance); • Appropriateness of the allocation and justification of the resources to be committed (budget, staff, equipment ...).

The evaluators provide scores for each quality assessment criterion considering their listed sub-criteria. The sub-criteria also act as reminders of issues to be raised later during the discussions of the proposal in the Consensus Meeting on the full proposals.

The relevance of a proposal will be considered in relation to the five key areas of the EMEurope Call 2016. These aspects will be integrated in the application of the related criteria. If a proposal is only partially relevant because it only marginally addresses the five key areas of the call, or if only part of the proposal addresses the key areas, this condition should be reflected in the scoring of the first criterion.

3.3 Scoring of full proposals

Each criterion shall be scored from 0 to 5. Half marks can be given. No weightings will be applied.

The scores indicate the following with respect to the criterion under examination (next page):

Quality assessment scoring Horizon 2020

<p><i>0 - The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.</i></p> <p><i>1 - Poor. The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.</i></p> <p><i>2 - Fair. While the proposal broadly addresses the criterion, there are significant weaknesses.</i></p> <p><i>3 - Good. The proposal addresses the criterion well, although improvements would be necessary.</i></p> <p><i>4 - Very good. The proposal addresses the criterion very well, although certain improvements are still possible.</i></p> <p><i>5 - Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.</i></p>

The **threshold** for each criterion is 3. The overall threshold applying to the sum of the scores for the three criteria is 10.

For more information about the qualitative assessment of proposals in H2020, see for instance:

- http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016_2017/annexes/h2020-wp1617-annex-h-esacrit_en.pdf
- [Guidance for evaluators of H2020 proposals](#)
- [Self-evaluation form Research & Innovation actions](#)

Each full proposal will be assessed by an evaluation panel of three experts. Experts finalise the IARs for assessed proposals in the CMT. For each proposal, the EMEurope Call Secretariat will compile the three IARs to one single draft JAR. The Call Secretariat will take the draft JARs as the basis for the preparation of a first ranking list for the Consensus Meeting.

3.4 Consensus Meeting and ranking list

The second phase of the full proposal evaluation will be carried out in a two-day Consensus Meeting on 18-19 September 2017 (full days) with all independent experts, an independent observer and an EC representative. The latter two will closely overlook the evaluation process. The presence days will be held at the Rijkswaterstaat Office in Rue Froissart 95, Brussels, Belgium.

During day 1 of the Consensus Meeting, the draft JARs compiled by the EMEurope Call Secretariat will be discussed and clarified in dedicated panel meetings of the evaluators who have assessed a given proposal. Each panel meeting will be guided by a moderator and supported by a rapporteur. The evaluation panels have to come to a consensus on the scores and content of the draft JARs and on an agreement on the updated JARs for each proposal. Updated JARs will be processed by the rapporteurs of the panel meetings. These updated JARs build the foundation for the discussions, consensus making and agreement on the quality ranking of proposals during the plenary session on day 2.

Day 1 will be concluded with a joint working dinner for all participants. Relevant experts may use the occasion for final consensus making on any pending agreements on JARs. Any pending agreements on JARs shall be solved until the start of the plenary session on day 2. This can mean that if experts of an evaluation panel cannot succeed in finding consensus on a JAR during day 1, they have to come together early the next day to reach agreement yet.

Before starting the plenary session on day 2, the evaluators will have time to read through the updated JARs of all the proposals. For confidentiality reasons and to avoid unintentional external spread, these will be provided as hard copies. The discussions during the plenary session may lead to additional modifications for some of the JARs which will be processed by the EMEurope Call Secretariat. The final outcome of the Consensus Meeting is a ranking list of the assessed full proposals. This is where task and duties of the peer review end.

3.5 Post Consensus Meeting and selection list

The EMEurope Governance Board must agree on a selection list, a common list of project proposals to be funded, which has to follow the ranking list resulting from the Consensus Meeting. The agreed selection list will be presented to the European Commission for approval.

After that, the final JARs accompanied respectively by the rejection or invitation letters (for negotiation) will be sent to the proposal coordinators and negotiations can start with selected proposals.

4. Step-by-step guide for Call Management Tool

4.1 Introduction

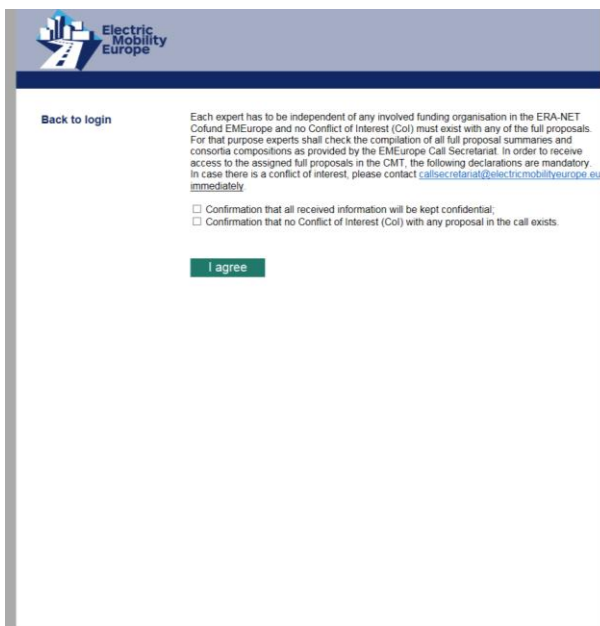
This manual contains instructions for independent experts to perform the qualitative assessment of the submitted EMEurope projects (i.e. the peer review) through the Call Management Tool (CMT). Each EMEurope proposal will be assessed by a panel of three experts. Experts have to complete and finalise Individual Assessment Reports (IARs) of assessed proposals in the CMT.

The experts are expected to assess proposals according to the call evaluation criteria as described in paragraph 3.2 and in the table ‘Quality assessment criteria Horizon 2020’ shown there. For a quick reference both the assessment criteria table and the scoring principles on those criteria are included in the Annex. They can be detached from the evaluation manual.

4.2 Completion and finalisation of IARs in CMT

Login to CMT

Go to cmt-electricmobilityeurope.eu and enter your username and password as provided by the Call Secretariat.



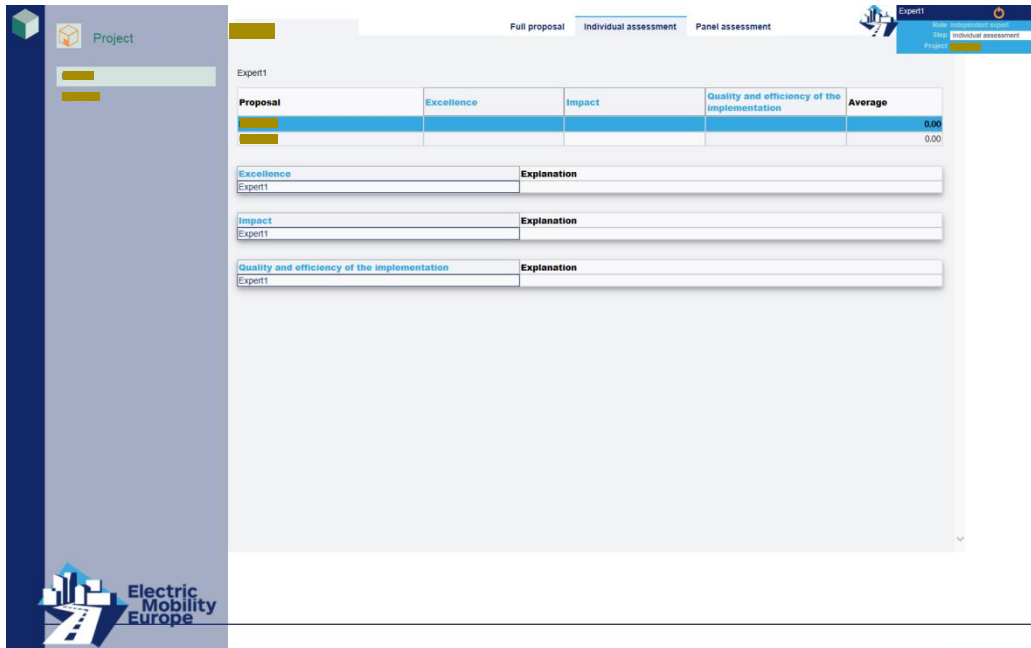
Back to login

Each expert has to be independent of any involved funding organisation in the ERA-NET Cofund EMEurope and no Conflict of Interest (CoI) must exist with any of the full proposals. For that purpose experts shall check the compilation of all full proposal summaries and consortia compositions as provided by the EMEurope Call Secretariat. In order to receive access to the assigned full proposals in the CMT, the following declarations are mandatory. In case there is a conflict of interest, please contact callsecretariat@electricmobilityeurope.eu immediately.

Confirmation that all received information will be kept confidential;
 Confirmation that no Conflict of Interest (CoI) with any proposal in the call exists.

Please note: The first time you log in you will be asked to confirm that there is no Conflict of Interest (CoI) and that all received information will be kept confidential (see image below). In case there is a conflict of interest, please contact the Call Secretariat immediately.

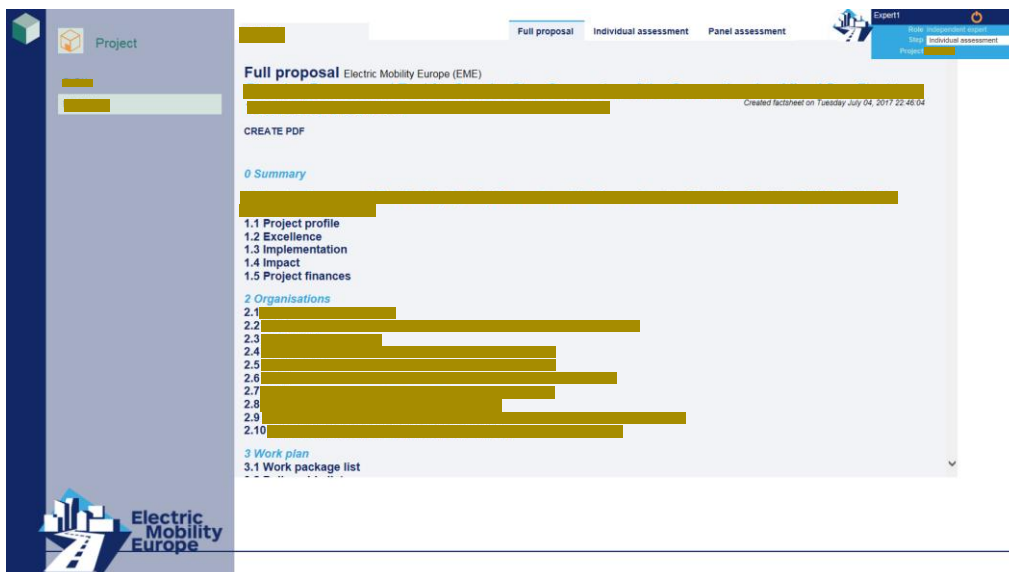
After this confirmation, you will now access the evaluation environment for independent experts of the EMEurope peer review (see image below).



On the left of the page you will see a list of all proposals (acronyms) assigned to you for assessment.

Factsheet of proposals

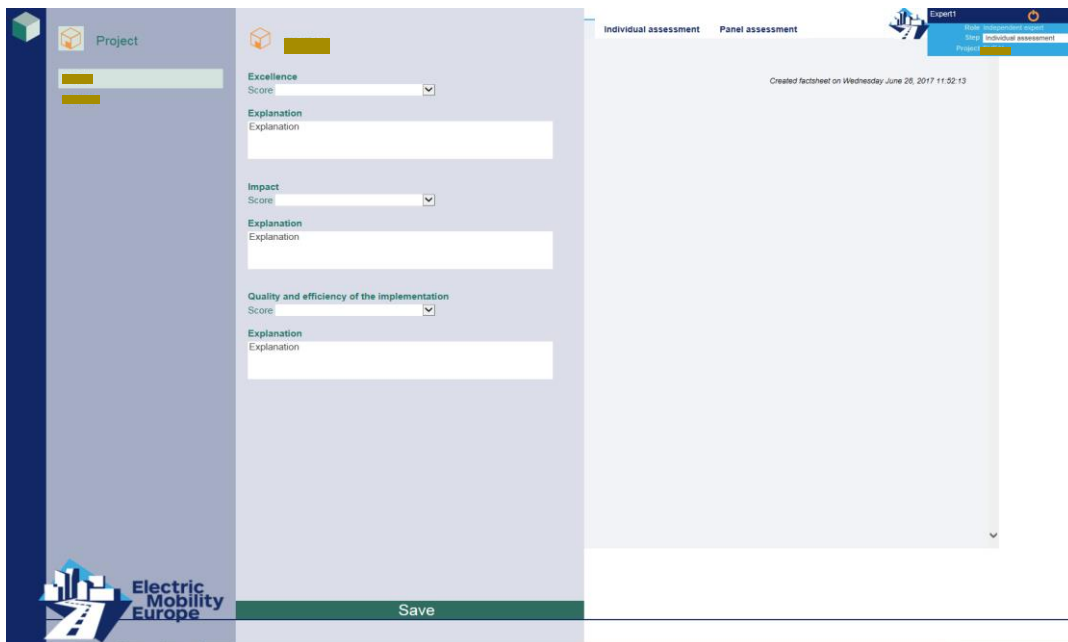
By clicking on the proposal acronym and subsequently clicking on the tab Full proposal, you can open the Factsheet of the selected proposal (see image below).



You can read through the Factsheet by either clicking the titles of the chapters / paragraphs (and click the arrow left to the title to return to the content list) by using the scrollbar or by making a PDF.

Scoring of proposals on criteria

By clicking the proposal acronym (once or twice) the **Qualitative Assessment Form** for this proposal will open (see image below).



The following fields are to be completed:

Excellence

- Score
- Explanation

Impact

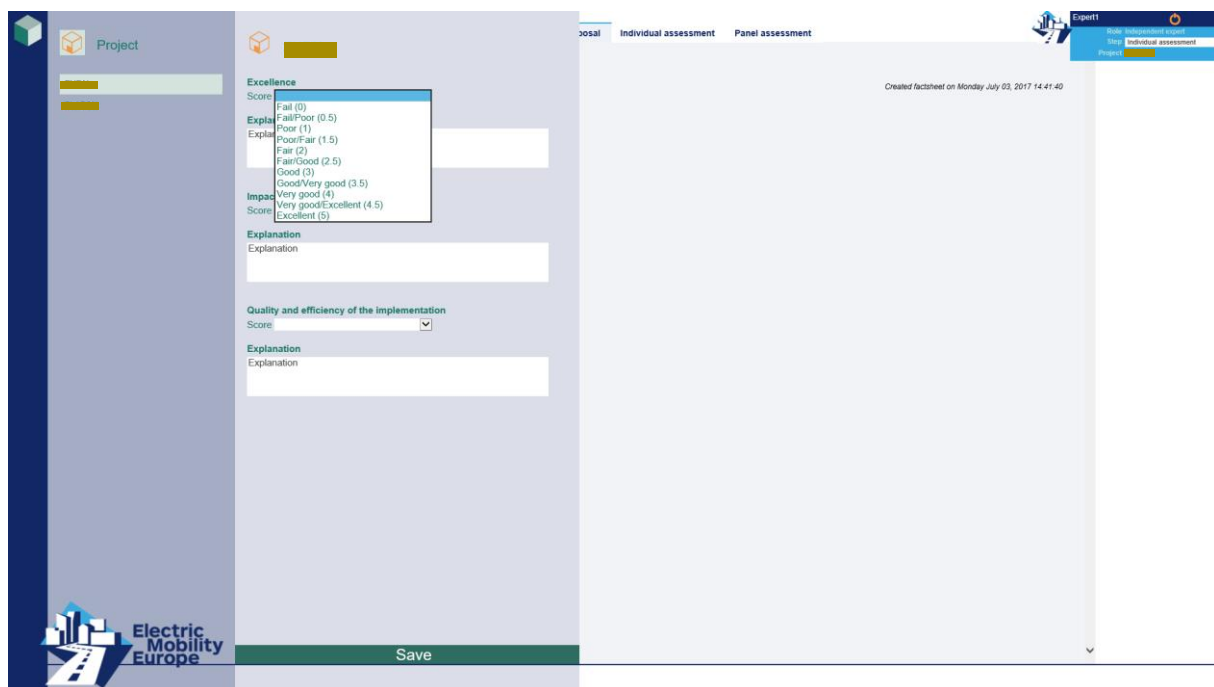
- Score
- Explanation

Quality and efficiency of the implementation

- Score
- Explanation

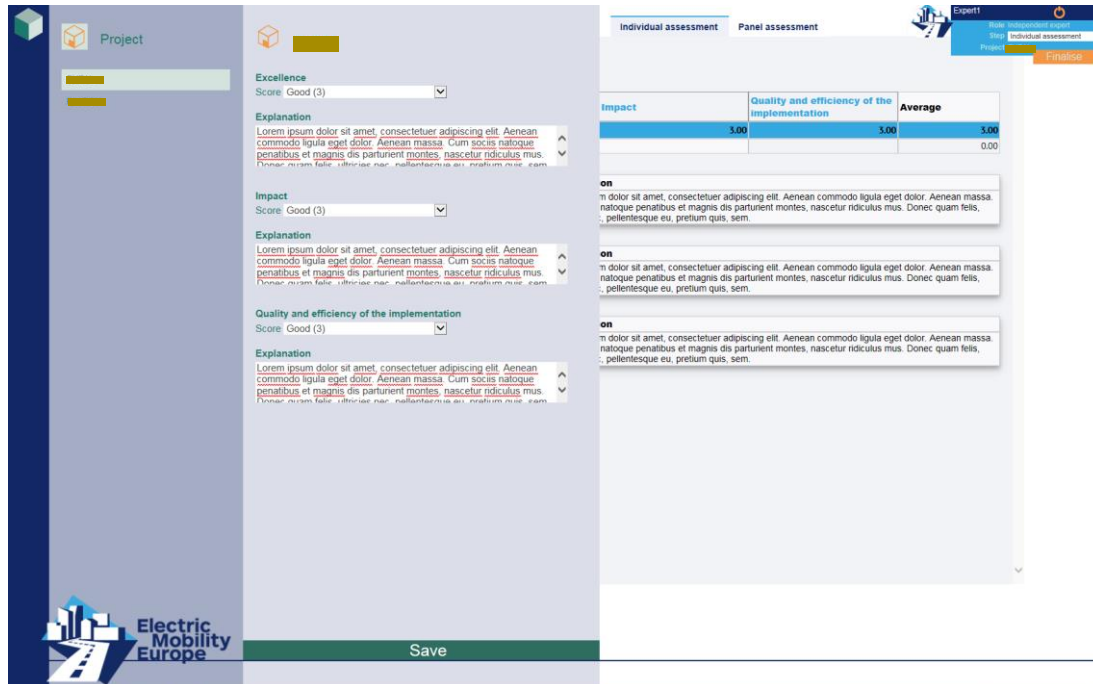
You can fill in the score via a drop-down menu. When clicking on the correct score it is automatically filled out in the <Score> field:

- Fail (=0)
- Fail/Poor (=0.5)
- Poor (=1)
- Poor/Fair (=1.5)
- Fair (=2)
- Fair/Good (=2.5)
- Good (=3)
- Good/Very good (=3.5)
- Very good (=4)
- Very good/Excellent (=4.5)
- Excellent (=5)


 The screenshot shows the 'Individual assessment' page in the EMEurope system. On the left, there is a sidebar with a 'Project' section. The main content area is divided into two sections: 'Excellence' and 'Quality and efficiency of the implementation'. Each section has a 'Score' field with a dropdown menu open, showing the list of scores from 0 to 5. Below each score field is an 'Explanation' text area. At the bottom of the page, there is a green 'Save' button. The top right corner shows the user's name 'Expert1' and the current page title 'Individual assessment'.

In the <Explanation> fields experts are requested to clearly substantiate their assessment scores for each criterion. Please note, that this is a mandatory field in order to be able to finalise your assessment (see also next paragraph).

Please use the <Save> button to save your (intermediate) assessment of the proposal. You can then return to the evaluation home page by clicking again on the proposal acronym.



Finalising of IARs in CMT

Once you have assessed the quality of the proposal, click the orange <Finalise> button on the right top of the page in order to confirm your assessment results.

Please note that after finalising, you can no longer enter and save any changes for this proposal.

After finalising, the expert will receive an email message confirming the assessment results for this proposal and the acronym of the proposal in the list turns **bold** (see following image).



Proposal	Excellence	Impact	Quality and efficiency of the implementation	Average
		3.00	5.00	3.00
				0.00

Excellence

Expert1
 Explanation
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem.

Impact

Expert1
 Explanation
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Quality and efficiency of the implementation

Expert1
 Explanation
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Subsequently you can proceed to the next proposal in the list, if any, and follow the same procedure as described above.

Please note that you may proceed to the next proposal without finalising the result of a previous proposal. However, after finishing the evaluation of a proposal, do not forget to finalise its result to confirm your assessment results for that proposal!

For all experts the deadline for finalisation of IARs in the CMT is 25 August 2017.

As soon as all IARs for all proposals have been finalised in the CMT, you will receive a message that the content and scores of these IARs are available in the CMT.

Login to the CMT to see all IARs, by clicking the acronym of the proposal and subsequently on Panel assessment (see image next page). Here you will find the accompanying ‘Scores and Explanations’ of the independent experts.



Proposal	Excellence	Impact	Quality and efficiency of the implementation	Average
	2.50	2.33	2.50	2.44
	3.00	1.33	3.17	2.50

Criterion	Expert1	Expert2	Expert3	Average
Excellence	2.00	2.00	3.50	2.50
Impact	2.50	2.00	2.50	2.33
Quality and efficiency of the implementation	2.00	2.00	3.50	2.50
Average	2.17	2.00	3.17	2.45

Expert	Explanation
Expert1	xxxx
Expert2	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem.
Expert3	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem.

Expert	Explanation
Expert1	ipsum
Expert2	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem.
Expert3	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem.

Expert	Explanation
Expert1	ipsum
Expert2	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem.
Expert3	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem.

For each proposal, the EMEurope Call Secretariat will compile the three IARs in one single draft Joint Assessment Report (JAR). The draft JARs form the starting point for the discussion, consensus and ranking during the presence days of the Consensus Meeting (see 3.4).

4.3 Support and notification

Please contact the EMEurope Call Secretariat (callsecretariat@electricmobilityeurope.eu) if you have any questions after reading this manual or when using the CMT.

Experts are requested to contact the Call Secretariat immediately should they become unexpectedly unavailable for the assessment of (a) proposal(s) or if a case a conflict of interest is detected; this ensures that the Call Secretariat can invite another expert to assign the proposal(s) and join the Consensus Meeting.

Login fails

In case your login should fail: Please try once again carefully checking the spelling of your login name (for security reasons the password is not shown when entered).

If this does still not help, please contact the Call Secretariat.

Lost password

In case of a lost password, please contact the Call Secretariat.





Entries cannot be saved

If it is impossible to save the entries in a form, please try to refresh (F5) and then to save your entries again. Wait a few seconds after saving since there may be a little delay.

If none of this helps, please contact the Call Secretariat.

After saving the login page appears

You filled in a form, hit enter and got to the login page? In that case you are confronted with a 'session timeout'. If you have logged in to the system, your session will be active for about 480 minutes (8 hours). Each time you select a navigation link or save form entries, the session time will be reset. But if you stay inactive for about 480 minutes continuously, the session will time out and you are considered as not logged in anymore, resulting in a redirection to the login page.

Call Secretariat

For further questions please send an email to the Call Secretariat: callsecretariat@electricmobilityeurope.eu. We will try to respond to your questions within 48 hours on work days.



5. Annex: Quick reference criteria and scoring quality assessment

Quality assessment criteria Horizon 2020

EXCELLENCE	IMPACT	QUALITY AND EFFICIENCY OF THE IMPLEMENTATION
<ul style="list-style-type: none"> • Sound concept and quality of objectives in line with the call challenges, objectives and scope; • Progress beyond the state-of-the-art; • Quality and effectiveness of the scientific and technological methodology and associated work plan. 	<ul style="list-style-type: none"> • Contribution at the transnational (and/or European) level to the expected impacts listed in the call text under the relevant domain(s); • Appropriateness of measures for the dissemination and/or exploitation of transnational projects results and management of intellectual property. 	<ul style="list-style-type: none"> • Appropriateness of the management structure and procedures; • Quality and relevant experience of the individual applicants; • Quality of the consortium as a whole (including complementarity, balance); • Appropriateness of the allocation and justification of the resources to be committed (budget, staff, equipment ...).

- ✓ Each criterion shall be scored from 0 to 5. Half marks can be given. Scores indicate the following:

Quality assessment scoring Horizon 2020

0 - The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.

1 - Poor. The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.

2 - Fair. While the proposal broadly addresses the criterion, there are significant weaknesses.

3 - Good. The proposal addresses the criterion well, although improvements would be necessary.

4 - Very good. The proposal addresses the criterion very well, although certain improvements are still possible.

5 - Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

- ✓ The **threshold** for each criterion is 3. The overall threshold applying to the sum of the scores for the three criteria is 10.
- ✓ The relevance of a proposal will be considered in relation to the five key areas of the EMEurope Call 2016;
- ✓ If a proposal is only partially relevant because it only marginally addresses the five key areas of the call, or if only part of the proposal addresses the key areas, this condition should be reflected in the scoring of the criterion 'Excellence'.