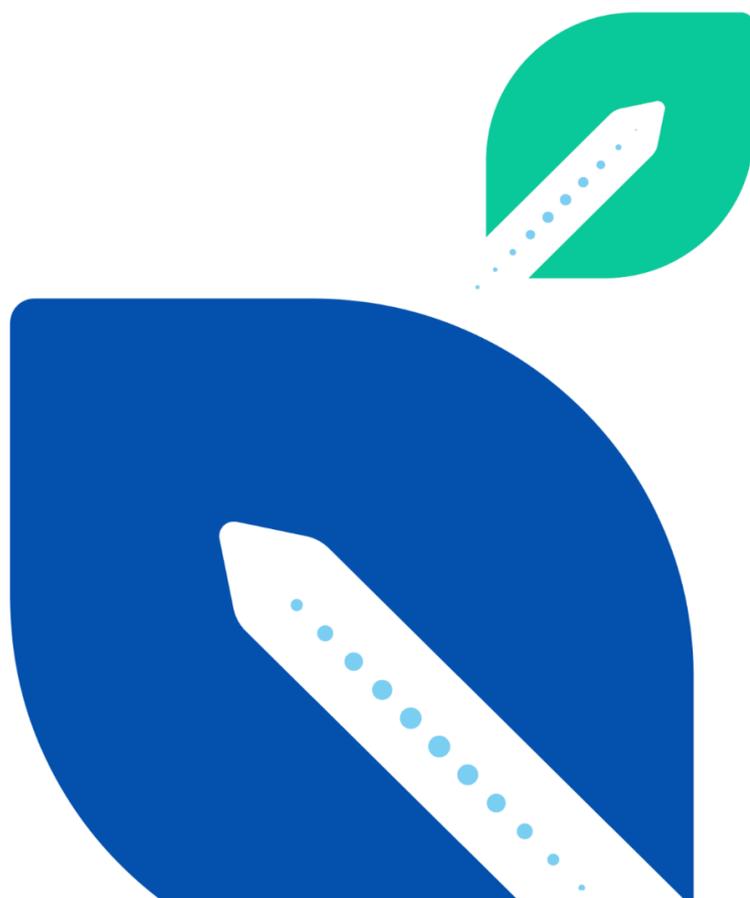




## D9.2 Project Management Plan-1st reporting period status



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This document reflects only the author's views and the Agency is not responsible for any use that may be made of the information it contains.

<b>Deliverable</b>	D9.2 Project Management Plan-1 <sup>st</sup> reporting period status
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Work package title	Project management
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# 1. Executive Summary

This report covers the first eighteen months of SPROUT project (September 2019–February 2021). The document provides an overview of the main project and consortium management tasks during the period and an update of the workplan. Project objectives for the period are reviewed and the progress made in the active work packages is detailed. The list of deliverables and milestones are also revised, comparing foreseen versus actual submission dates, explaining deviations when needed. Potential risks that led to an event are also showcased, indicating the impact and mitigation measure in place.

During these months the following work packages (WP) were active:

- WP1: Ethics requirements
- WP2: Understanding transition in urban mobility
- WP3: Determining the impacts of emerging urban mobility environments
- WP4: Pilots' setup, running & testing
- WP8: Project outcomes' validation, transfer & exploitation
- WP9: Project Management

Key developments and outcomes of the period are the following:

- the current state of urban mobility and the drivers of urban mobility transition in the SPROUT cities have been identified.
- Five city-specific future urban mobility scenarios for 2030 assuming no policy interventions have been developed, and their impacts on sustainability have been also defined.
- An evaluation framework to guide the project's pilot setup activities as well as process and outcome evaluation has been produced.
- The Open Innovation Community on Urban Mobility Policy has been set up.

## 2. Project Objectives for the period

The project objectives (PO) of SPROUT for the period, together with the corresponding tangible outputs and achievement indicators were:

***PO1: Understand the transition in European urban mobility, by quantifying the current status, and defining the transition drivers to the future.***

***Tangible outputs:** Quantified assessment of the current state of the urban mobility environment and definition of parameters driving its transition to the future involving stakeholders (WP2).*

***Achievement indicators:** Results validated by the project's 15 (1st & 2nd layer) cities and 2 city networks (POLIS, Civitas).*

This objective was achieved through the work performed in WP2. A catalogue of KPIs, drivers, impacts, policies, and stakeholders can be found in D2.1 "Urban mobility transition inventory". A profile of each project city, containing current and future mobility status, as well as an understanding of their urban mobility transition can be found in D2.2 "Current state of urban mobility". D2.3 "Urban mobility transition drivers" contains the specific urban mobility transition drivers and their level of importance at city level. Moreover, it details the locally relevant stakeholders affecting or being affected by the emerging mobility solutions. The city of Ningbo could not perform this exercise due to constraints in funding.

Results were not only validated by the project cities and cities' networks (POLIS&CIVITAS), but also by the 3<sup>rd</sup> layer cities. The latter collaborated with SPROUT through a questionnaire on data availability, participated in a webinar and completed a survey focused on the validation of WP2 results.

***PO2: Foresee and determine the impact of urban mobility drivers on urban policy.***

***Tangible outputs:** Stakeholder co-created future urban mobility scenarios for 6 pilot cities and 2 time horizons (2025, 2030). Analysis of impacts of future urban mobility scenarios in case the current policies remain unchanged (WP3).*

***Achievement indicators:** Narrative and graphical city-specific future scenarios are validated by the project's 6 pilot cities.*

This objective was achieved through the work performed in WP3, leading to the development of 'do-nothing' urban mobility scenarios, indicating the impact of no policy interventions in five SPROUT pilot cities (1st layer). The city of Ningbo could not perform this exercise due to constraints in funding.

Local stakeholders were invited to the project workshops in pilot cities using a co-creation approach. As a result, no substantial differences were noted between 2025 and 2030 time-horizons, so 2030 was used for the development of the scenarios.

Sustainability impacts of city-specific scenarios can be found in D3.2, whereas policy impacts can be found in D3.3. The final narrative scenarios and their visuals can be found in D3.4 "SPROUT Narrative scenarios".

Scenarios were validated by the local stakeholders' groups in workshops, and by the project cities in a webinar organized with this purpose.

### 3. Work package progress of the period

The following work packages were active during the first eighteen months of project.

#### 3.1 Work package 1: Ethics requirements

WP Lead: ZLC

Objectives: The objective is to ensure compliance with the 'ethics requirements' set out in this work package.

Major Progress and Achievements:

Work Package 1					
Leading Participant	ZLC	Starting Month	1	End Month	36
Partners Involved	ZLC				
Work Package Progress Summary					
<p>This work package sets out the 'ethics requirements' that the project must comply with:</p> <p>D1.1-NEC Requirement No.1;</p> <p>D1.2-H Requirement No.2;</p>					

D1.3-NEC Requirement No.3 were submitted on time and have been approved by the Commission.

All the deliverables were submitted on time to the EC and have already been approved.

## 3.2 Work package 2: Understanding transition in urban mobility

WP Lead: VUB

Objectives:

- to construct an inventory of the elements reflecting urban mobility transition by integrating experience and project results from the EU, China and the US
- to identify the current state of urban mobility in the SPROUT cities
- to define the drivers of urban mobility transition in the SPROUT cities
- to define the stakeholders affected per impact area.

Major Progress and Achievements:

Work Package 2					
Leading Participant	VUB	Starting Month	1	End Month	5
Partners Involved	ZLC, UPM, CERTH, POLIS, WI, VALENCIA, VPF, FGV, NSCIIC, NBUT, BKK, BPKOZUT, CDPA, VIU, TLV, TECHNION, ILiM, KALISZ, KALISZBIF, MoI, MECH, ARAD, HTB, IDFrance, CMA, AGENEAL, WMCA, GOT				
Work Package Progress Summary					
The following tasks were active during this reporting period:					
<b>T2.1: Urban mobility transition inventory.</b> Leader: VUB					
<ul style="list-style-type: none"> <li>• As part of T2.1, an inventory of factors that are used by each of the SPROUT cities as a common framework to collect and integrate data was developed based on similar indicator frameworks developed in other EU projects and initiatives. The framework contains: <ul style="list-style-type: none"> <li>○ Key performance indicators (KPI) for defining the current and future state of urban mobility;</li> <li>○ Drivers that influence the transition from the present to the future;</li> <li>○ Urban mobility policies so far employed to harness the transition;</li> </ul> </li> </ul>					

- Urban mobility stakeholders affecting or affected by the transition.

The results of T2.1 (a catalogue of KPIs, drivers, impacts, policies, and stakeholders) can be found in D2.1 “Urban mobility transition inventory”.

**T2.2: Current state of urban mobility.** Leader: VUB

- Data for the KPIs in the inventory developed in T2.1 was collected from the 1<sup>st</sup> - and 2<sup>nd</sup>-layer SPROUT cities. This resulted in a comprehensive overview of the cities’ current and future mobility status, as well as an understanding of their urban mobility transition. This data was compiled to establish a profile of each city.

The results of T2.2 can be found in D2.2 “Current state of urban mobility”.

**T2.3: Urban mobility transition drivers.** Leader: VUB

- T2.3 defined the specific urban mobility transition drivers and the level of importance assigned to the drivers by each of the 1<sup>st</sup> and 2<sup>nd</sup>-layer SPROUT cities through a PESTEL (Political, Economic, Social, Technological, Environmental, Legal) approach, resulting in a city-specific set of transition drivers.
- The task also identified locally relevant stakeholders affecting or being affected by the emerging mobility solutions. The stakeholders were selected by each city (stakeholder analysis) through an online survey. The identified stakeholders were then the participants of the activities in WP3 & WP4.

The results of T2.3 can be found in D2.3 “Urban mobility transition drivers”.

All deliverables were submitted on time and MS1 City Profiles and transition drivers was achieved.

### 3.3 Work package 3: Determining the impacts of emerging urban mobility environments

WP Lead: VUB

Objectives:

- To build city-specific future urban mobility scenarios for two time-horizons (2025, 2030) assuming no policy interventions.
- To define the expected sustainability impacts and policy impact of the scenarios.
- To define the expected impacts of the scenarios.

Major Progress and Achievements:

Work Package 3					
Leading Participant	VUB	Starting Month	5	End Month	12
Partners Involved	ZLC, UPM, CERTH, POLIS, WI, VALENCIA, VPF, FGV, NSCIIC, NBUT, BKK, BPKOZUT, CDPA, VIU, TLV, TECHNION, ILiM , KALISZ, KALISZBIF				
Work Package Progress Summary					
<p>This work package developed ‘do-nothing’ urban mobility scenarios, indicating the impact of no policy interventions in the five SPROUT pilot cities (1<sup>st</sup> layer). The following tasks were active during the reporting period:</p> <p><b>T3.1: Co-creation of city-specific scenarios.</b> Leader: VUB</p> <ul style="list-style-type: none"> <li>• Task 3.1 laid the foundations for the scenario building process in each of the pilot cities. Key drivers from Task 2.3 have been selected by each of the cities, which make up the key elements of the scenarios. For each driver, two alternative projections were made for a 2030 timescale, by experts at the VUB. These two alternative projections allow the scenarios to cover different possible outcomes. Instead of using questionnaires in each of the cities for the development of the projections, local stakeholders were asked during workshops if they saw a difference in the projections for 2025 and 2030. As they did not see a difference because of the small time difference, 2030 was used as the timeline for the scenarios.</li> </ul>					

- A cross-impact balance analysis was carried out complemented with narrative scenario workshops in each pilot city to assess the local impacts of the selected drivers and to establish 3 preliminary scenarios for each pilot city. During these workshops, the stakeholders were asked if they saw a difference in the projections and their impacts for a 2025/2030 timescale. The results of the cross-impact balance analysis were validated by the experts of the pilot cities. No differences were noted between 2025 and 2030 for the impacts in the workshops, so 2030 was used as a time horizon.

The results of T3.1 (the preliminary scenarios) can be found in D3.1 “City-specific future urban mobility scenarios”.

**T3.2: Sustainability impact analysis of city-specific scenarios.** Leader: CERTH

- Task 3.2 resulted in a sustainability impact analysis of the raw scenarios developed as part of task 3.1. The sustainability of the scenarios was assessed through a consequence analysis, which is a process that examines the possible positive or negative effect of an activity or incident. The main consequence areas and draft consequence indicators were identified, and a final selection of consequence indicators was made by experts in the consortium. The assessment of the scenarios against the consequence indicators was done through an online survey circulated to each 1st-layer city’s stakeholders.

The results of T3.2 can be found in D3.2 “Sustainability impacts of city-specific scenarios”.

**T3.3: Policy impact analysis of city-specific scenarios.** Leader: WI

- Task 3.3 resulted in the linkage between the sustainability consequences identified in Task 3.2 and a set of policy interventions. It identified the policy interventions that are consistent with the direction and intentions in which the consequences (identified in T3.2) develop. This resulted in a long list of policy measures that were sent to the 2<sup>nd</sup>- and 3<sup>rd</sup>- layer cities through a survey. In this survey, respondents were asked to indicate what measures they have already implemented,

and then they were asked to evaluate the feasibility and effectiveness of the selected measures. In doing so, T3.3 offers a pre-selection of plausible policy interventions for each city, and then assess those measures which are used in Task 4.4 to develop city-specific policy responses.

The results of T3.3 can be found in D3.3 “Policy impacts of city-specific scenarios”.

**T3.4: Validation and development of narrative scenarios.** Leader: VUB

- Task 3.4 involved the development and validation of the final narrative and visual scenarios for each of the pilot cities. It resulted in 3 narrative and visual scenarios for each city, developed through 13 online participatory scenario-writing workshops held with local stakeholders in the pilot cities. The do-nothing scenarios developed will serve as basis for the development of alternative policy responses for all cities in T4.4.

The results of T3.4 (the final narrative scenarios and their visuals) can be found in D3.4 “SPROUT Narrative scenarios”.

D3.1 and D3.4 were submitted on due time. D3.2 was delayed from April 2020 to July 2020 and D3.3 from May 2020 to August 2020. Due to the pandemic outbreak, the workshops were replaced by online sessions and surveys, so more time was needed in order to complete the activities. The PO was duly informed.

MS2 SPROUT future mobility scenarios was achieved.

## 3.4 Work package 4: Pilots’ setup, running & testing

WP Lead: ZLC

Objectives:

- To develop an evaluation framework to guide the project’s pilot setup activities as well as process and outcome evaluation
- To showcase the implementation of urban mobility policies in 4 European and 2 international pilot cities

- To assess the economic, environmental & social impacts as well as the operational feasibility of the new mobility solutions and identify areas where policy intervention will be required
- To develop an inventory of alternative policy responses per pilot and prioritise the ones to be tested
- To test the prioritised policy responses per pilot and assess their impact in financial, environmental & social terms, for each urban stakeholder category
- To draw policy implementation messages by explaining differences and commonalities among the pilot results and commonalities

#### Major Progress and Achievements:

Work Package 4					
Leading Participant	ZLC	Starting Month	8	End Month	20
Partners Involved	CERTH, VUB, VALENCIA, VPF, FGV, NSCIIC, NBUT, BKK, BPKOZUT, CDPA, VIU, TLV, TECHNION, IliM, KALISZ, KALISZBIF				
Work Package Progress Summary					
<p>This work package is still ongoing. The following tasks were active during the reporting period:</p> <p><b>Task 4.1 – Pilot evaluation framework.</b> Leader: ZLC</p> <p>An evaluation plan for the pilots was developed, based on the FESTA methodology, guiding the project’s pilot assessment activities. The plan is structured around the operational assessment of the impacts (outcome evaluation) and the assessment of urban mobility policy responses (process evaluation). The general framework is later adapted to the specific pilot cases in D4.2, D4.4, D4.6, D4.8 and D4.10.</p> <p>D4.1-Pilot evaluation framework was submitted in due time.</p> <p><b>Task 4.2 – Detailed specifications of pilots’ implementation.</b> Leader: ZLC</p> <p>This task, was focused on the planning of the pilots’ implementation and evaluation. Specifically:</p> <ul style="list-style-type: none"> <li>• the mobility solution that would be implemented and tested;</li> <li>• the location, area and context where it would be introduced;</li> <li>• the specific actions required for its implementation, chronogram and the role of the crucial stakeholders involved;</li> </ul>					

- the identification of additional stakeholders to further enrich the pilot's ecosystem;
- a tailored evaluation framework to assess the pilot, derived from T4.1.

The set of deliverables D4.2-Set-up report: Valencia pilot; D4.4-Set-up report: Padua pilot; D4.6-Set-up report: Kalisz pilot; D4.8-Set-up report: Budapest pilot were submitted in due time.

D4.10-Set-up report: Tel Aviv pilot was submitted in the 2-months window after the deadline.

D4.12-Set-up report: Ningbo pilot has not been submitted due to delays in the pilot setup. These delays have been caused by constraints in access to funding.

**Task 4.3 – Sustainability assessment of the pilots' impacts.** Leader: ZLC

Currently, SPROUT is implementing and testing the new mobility solutions, assessing their impacts (economic, environmental & social levels) and identifying areas where policy intervention would be required to enhance their sustainability.

The impact of COVID-19 on the pilots' implementation has been two-fold: municipalities are urged to pursue other priorities creating delays in some required bureaucratic processes, and the level of mobility solution usage is in some cases reduced, affecting the impact assessment. SPROUT team is currently addressing these challenges, working to minimize the impact on the project.

**Task 4.4 – Formulation & prioritisation of alternative policy responses.** Leader VUB.

In order to identify alternative policy responses at pilot city level, a modified multi-actor multi-criteria analysis (MAMCA) is followed. As a first step, the cities are conducting a first iteration with their stakeholders in order to understand their objectives with regards to their city's urban mobility environment.

This task is experiencing some delay since it depends on T4.3.

**Task 4.5 – City-specific policies for harnessing the impact of new mobility systems.** Leader ZLC

This task has just started in February 2021 and currently the partners are working on its alignment with T4.4 and T5.2 (Urban policy system dynamics model).

### 3.5 Work package 8: Project outcomes' validation, transfer & exploitation

WP Lead: POLIS

Objectives:

- To setup and manage an Open Innovation Community on Urban Mobility Policy, to (1) facilitate debate generation & consensus building and (2) validate the project results
- To define a strategy for the dissemination and communication of project results
- To ensure dissemination synergies by combining efforts with other relevant projects and networks
- To transfer project results to European, Chinese and US cities
- To draw feasible exploitation paths for the project outputs.

Major Progress and Achievements:

Work Package 8					
Leading Participant	POLIS	Starting Month	1	End Month	36
Partners Involved	ZLC, UPM, CERTH, VUB, WI, VALENCIA, VPF, FGV, NSCIIC, NBUT, BKK, BPKOZUT, CDPA, VIU, TLV, TECHNION, ILiM , KALISZ, KALISZBIF, MoI, MECH, ARAD, HTB, IDFrance, CMA, AGENEAL, WMCA, GOT				
Work Package Progress Summary					
<p>The following tasks were active during the reporting period:</p> <p><b>Task 8.1 – Open Innovation Community (OIC) on Urban Mobility Policy.</b> Leader: UPM</p> <p>OIC created and launched in a kick-off meeting on October 2019.</p> <p>OIC hosted in the European Transport and Mobility (ETM) Forum Platform.</p> <p>Two first online hubs launched: “Urban Mobility transition inventory” and “Determining the impacts of emerging mobility environments”.</p> <p>Milestone achieved: MS10 Open Innovation Community initial set-up.</p> <p>D8.1 ‘OIC setup’ submitted in due time.</p> <p>D8.2 ‘OIC setup and achievements – 1st year status’ submitted in due time.</p> <p><b>Task 8.2 – Validation Strategy.</b> Leader: WI.</p>					

Validation strategy of the project results and mechanisms defined. Framework of cooperation between OIC members and the project also defined.

D8.5 'Validation strategy' submitted in due time.

**Task 8.3 – Dissemination & communication.** Leader : POLIS.

Dissemination and communication strategy defined and updated after COVID-19 outbreak.

Articles on SPROUT's activities and results published in sectorial journals (e.g. Open Access Government). The project partners have also participated in different conferences and fora. Those activities are reported in D8.6 and D8.7.

D8.6 'Dissemination / communication strategy and dissemination plan' submitted (December 2019). This deliverable was postponed from the original date due to the tendering process. The PO was duly informed.

D8.7 Dissemination/ communication strategy and dissemination plan -1st year status' submitted in due time.

Milestone achieved: MS11. Dissemination & Communication strategy and dissemination plan.

**Task 8.4 Project identity & dissemination media.** Leader: POLIS.

Project's identity developed.

Project website developed, and social media channels (Twitter, Linked-In and YouTube) set-up and active.

Dissemination materials created, including: project e-leaflets, project's two first digital newsletters, press releases and roll-up posters.

D8.10 'SPROUT Website' submitted (January 2020)

D8.11 'Project identity' submitted (November 2019)

D8.12 'Dissemination material' submitted (December 2019).

D8.10, D8.11, and D8.12 submission was postponed from the original date due to the tendering process. The PO was duly informed.

Milestone achieved: MS13 SPROUT website.

**Task 8.5 – Interaction with existing networks and EC activities.** Leader: POLIS

SPROUT has been showcased in relevant events such as CIVITAS Forum 2019, POLIS Conference 2019 and Urban Mobility Days 2020.

Synergies have been created with several EU projects working on related topics, e.g. SPROUT-GECK joint webinar: 'The future of mobility in cities' and participation in SuSMo webinar.

SPROUT has contributed to SUMP Topic Guide on Resilience (to be published February 2021).

**Task 8.6 – Transfer of project results to European, US & Chinese cities.** Leader: POLIS.

The first webinar on Understanding Urban Mobility Transition took place on February 2020.

SPROUT was presented at the Transportation Research Board (TRB) 22 Jan 2021 (Online presence). Workshop with freight practitioners and researchers from USA. Session: Freight Planning & Operational Logistics for the "New Normal".

**Task 8.7 – Exploitation strategy & IPR.** Leader: POLIS.

Results to be exploited have been identified, together with the main actors involved, the timing and the type of exploitation.

D8.15 'Exploitation strategy' submitted (August 2020).

Milestone achieved: MS12. Exploitation strategy.

### 3.6 Work package 9: Project Management

WP Lead: ZLC

Objectives:

- To ensure the effective administration of the project activities according to the rules and regulations of the EU, and according to sound project management and coordination practices
- To ensure that all project outcomes are of high quality, meet their objectives and are delivered according to the agreed time- and resource-planning
- To ensure that all potential risks are identified at an early stage, and appropriate actions for their mitigation/avoidance are implemented
- To ensure an effective interface to the European Commission and to achieve smooth communications among the partners and with external entities.

Major Progress and Achievements:

Work Package 9					
Leading Participant	ZLC	Starting Month	1	End Month	36

Partners Involved	ZLC, UPM, CERTH, VUB, WI, VALENCIA, VPF, FGV, NSCIIC, NBUT, BKK, BPKOZUT, CDPA, VIU, TLV, TECHNION, ILiM, KALISZ, KALISZBIF, MoI, MECH, ARAD, HTB, IDFrance, CMA, AGENEAL, WMCA, GOT
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### Work Package Progress Summary

#### **Task 9.1 – Administrative and financial management.** Leader ZLC

This is an ongoing task that undertakes the monitoring, control and execution of all administrative and financial aspects of the project, guaranteeing the adherence of the project work to the schedule, resources and plan.

D9.1 Project Management Plan was submitted in due time.

#### **Task 9.2 – Technical coordination, risk and quality control & management.**

Leader CERTH

This is an ongoing Task that involves the technical/scientific guidance, monitoring and control of all project outcomes so that these are of high quality and meet their objectives. It also involves identifying and assessing potential risks and designing mitigation/avoidance strategies.

D9.5 Risk & Quality Assessment Report was submitted in due time.

MS15 Risk & Quality control and management procedures implemented was achieved.

#### **Task 9.3 – Ethics requirements and data management policy.** Leader ZLC

Ethics requirements, the data management and data protection policies will be defined in accordance with the current EU data protection regulations (GDPR), the European Code of Conduct for Research Integrity and national regulations in the SPROUT partner countries. This is an ongoing task.

D9.4 Data Management Plan (DMP) was submitted in due time and also the set of Ethics Requirements deliverables in WPI.

MS14 was achieved (data management plan).

## 4. Deliverables officially submitted

During the first eighteen months of the project, the submission of 30 Deliverables was planned. The respective planned (DoA part A, Annex 1) and actual submission dates are shown in Table 1.

Table 1: Deliverables to be submitted during the reporting period

ID	Title	Responsible partner	Planned submission	Actual submission	Re-submission after PO request (1,2)
D1.1	NEC - Requirement No.1	ZLC	29/2/2020	28/02/2020	N/a
D1.2	H - Requirement No.2	ZLC	29/2/2020	28/02/2020	N/a
D1.3	NEC - Requirement No.3	ZLC	29/2/2020	28/02/2020	N/a
D2.1	Urban mobility transition invento	VUB	31/10/2019	31/10/2019	N/a
D2.2	Current state of urban mobility	VUB	31/1/2020	31/1/2020	N/a
D2.3	Urban mobility transition drivers	VUB	31/1/2020	31/1/2020	19/2/2021
D3.1	City-specific future urban mobili scenarios	VUB	29/2/2020	28/02/2020	11/2/2021
D3.2	Sustainability impacts of city-specific scenarios	CERTH	30/4/2020	31/7/2020	11/2/2021
D3.3	Policy impacts of city-specific scenarios	WI	31/5/2020	31/8/2020	11/2/2021
D3.4	SPROUT narrative scenarios	VUB	31/8/2020	31/8/2020	11/2/2021
D4.1	Pilot evaluation framework	ZLC	30/6/2020	30/6/2020	N/a
D4.2	Set-up report: Valencia pilot	VPF	31/8/2020	31/8/2020	11/2/2021
D4.4	Set-up report: Padua pilot	VIU	31/8/2020	31/8/2020	11/2/2021
D4.6	Set-up report: Kalisz pilot	ILiM	31/8/2020	31/8/2020	26/2/2021
D4.8	Set-up report: Budapest pilot	BKK	31/8/2020	31/8/2020	11/2/2021
D4.10	Set-up report: Tel Aviv pilot	TECHNION	31/8/2020	26/10/2020	11/2/2021
D4.12	Set-up report: Ningbo pilot	NSCIIC	31/8/2020		
D8.1	OIC setup and achievements	UPM	31/10/2019	31/10/2019	11/2/2021
D8.2	OIC setup and achievements - 1st year status	UPM	30/9/2020	30/9/2020	11/2/2021
D8.5	Validation strategy	WI	29/2/2020	28/02/2020	26/2/2021
D8.6	Dissemination/communication	POLIS	31/10/2019	18/12/2019	5/2/2021

ID	Title	Responsible partner	Planned submission	Actual submission	Re-submission after PO request (1,2)
	strategy & dissemination plan				
D8.7	Dissemination/communication strategy and dissemination plan year status	POLIS	31/8/2020	31/8/2020	26/02/2021
D8.10	SPROUT Website	POLIS	30/11/2019	16/1/2020	N/a
D8.11	Project identity	POLIS	31/10/2019	5/12/2019	5/2/2021
D8.12	Dissemination material	POLIS	31/10/2019	5/12/2019	5/2/2021
D8.15	Exploitation strategy	POLIS	31/8/2020	31/8/2020	26/2/2021
D9.1	Project Management Plan	ZLC	31/10/2019	31/10/2019	N/a
D9.2	Project Management Plan - 1st reporting period status	ZLC	28/2/2021	26/2/2021	
D9.4	Data Management Plan (DMP)	ZLC	29/2/2020	28/02/2020	5/2/2021
D9.5	Risk & Quality Assessment Report	CERTH	29/2/2020	28/2/2020	5/2/2021

Out of these 30 deliverables:

- 22 were submitted on-time (73%)
- 0 were submitted within 15 days from the official submission date (0%)
- 0 were submitted 16-30 days from the official submission date (0%)
- 7 were submitted with a delay of more than 30 days (23%) (The PO was duly informed)
- 1 is still pending (3%)

(1) The PO requested to update the deliverable template used in most of the deliverables to adapt it to the correct acknowledgement of funding and/or disclaimer. The PO request was addressed and the deliverables were re-submitted.

(2) The PO also requested some updates in the content in the following cases: D4.6, D8.5, D8.7, D8.15. The PO requests were addressed and the deliverables were updated and re-submitted.

## 5.List of Milestones

According to the DoA, Part A (Annex 1), the following milestones were planned to be achieved in the first eighteen months of the project.

Table 2 Milestones in the first reporting period

MS number	MS title	Means of verification	Due date (Annex 1)	Actual date
MS1	City profiles and transition drivers (1st & 2nd layer cities)	D2.1, D2.2 and D2.3 submitted to the EC	Jan 2020	Jan 2020
MS2	SPROUT future mobility scenarios.	D3.1, D3.2, D3.3 and D3.4 submitted to the EC	August 2020	August 2020
MS3	Pilots set-up	D4.2, D4.4, D4.6, D4.8, D4.10 and D4.12 submitted to the EC	August 2020	Not fully achieved. D4.12 not submitted.
MS10	Open Innovation Community initial setup.	D8.1 submitted to the EC	October 2019	October 2019
MS11	Dissemination & Communication strategy and dissemination plan.	Dissemination plan submitted to the EC (D8.7)	August 2020	August 2020

MS number	MS title	Means of verification	Due date (Annex 1)	Actual date
MS12	Exploitation strategy	Exploitation strategy submitted to the EC (D8.15)	August 2020	August 2020
MS13	SPROUT website.	Public access to a fully functional website (D8.10)	November 2019	January 2020
MS14	Data Management Plan	DMP submitted to the EC (D9.4)	February 2020	February 2020
MS15	Risk and quality control & management procedures implemented	Compliance to D9.5	February 2020	February 2020

## 6. Consortium management

### 6.1 Project coordination and management activities

#### 6.1.1 Consortium management tasks

The Management work package objective is ensuring that the project is effectively and correctly managed.

In particular, the following activities can be reported for the first 18 months of the project:

- Launch and maintenance of the consortium shared One Drive: All project-related documentation has been uploaded in the project shared space.

- Tracking of Deliverable Peer Review Process: In order to ensure the highest quality of all deliverables, a clearly structured deliverable process has been established at the beginning of the project.
- 6-months Interim Activity Reports: The contributions to the activity report for the two first quarters have been requested from the partners and the reports have been consolidated.
- Calculation and Pay-out of Payments.
- Consortium Meetings: During the first 18 months, the project kick-off and two project General Assemblies have taken place.

### 6.1.2 Project Workplan and proposed changes

The figure below shows the updated workplan, including the new due date of the deliverables that were postponed. The figure key is as follows: when the actual submission date is the same as the one in the DoA (Annex 1) the deliverables and associated milestones are in black. When the deliverables were postponed, they are in green. D4.12 has not been submitted and MS3 has not been achieved, so they are in red. The figure only shows those work packages active during the reporting period. Month eighteen is indicated with a bold blue line in the chronogram.

SPROUT Gantt chart				YEAR 1												YEAR 2												YEAR 3											
				M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36
WP	Task	Timing	leader																																				
WP 1	Ethics requirements	M1-M36	ZLC	D1.1 D1.2 D1.3																																			
WP 2	Understanding transition in urban mobility	M1-M5	VUB																																				
Task 2.1	Urban mobility transition inventory	M1-M2	VUB	D2.1																																			
Task 2.2	Current state of urban mobility	M3-M5	VUB	D2.2																																			
Task 2.3	Urban mobility transition drivers	M3-M5	VUB	D2.3 MS1																																			
WP 3	Determining the impacts of emerging urban mobility	M5-M12	VUB																																				
Task 3.1	Co-creation of city-specific scenarios	M5-M6	VUB	D3.1																																			
Task 3.2	Sustainability impact analysis of city-specific scenarios	M7-M8	CERTH	D3.2																																			
Task 3.3	Policy impacts of city-specific scenarios	M8-M9	WI	D3.3																																			
Task 3.4	Validation & development of narrative scenarios	M10-M12	VUB	D3.4 MS2																																			
WP 4	Pilots' setup, running & testing	M8-M20	ZLC																																				
Task 4.1	Pilot evaluation framework	M8-M10	ZLC	D4.1																																			
Task 4.2	Detailed specifications of pilots' implementation	M11-M12	ZLC	D4.2-4.4 4.5-4.8 4.10 4.12 MS3																																			
Task 4.3	Sustainability assessment of the pilots' impacts	M13-M16	ZLC	D4.10																																			
Task 4.4	Formulation & prioritisation of alternative policy resp	M16-M17	VUB																																				
Task 4.5	City-specific policies for harnessing the impact of new mobility systems	M18-M20	ZLC	D4.3-4.5 4.7-4.9 4.11-4.13 MS4																																			
WP 8	Project outcomes' validation, transfer & exploitation	M1-M36	POLIS																																				
Task 8.1	Open Innovation Community (OIC) on Urban Mobility	M1-M36	UPM	D8.1 MS10																																			
Task 8.2	Validation strategy	M4-M6	WI	D8.5																																			
Task 8.3	Dissemination & communication	M1-M36	POLIS	D8.6 MS11 D8.7																																			
Task 8.4	Project identity and dissemination media	M1-M36	POLIS	D8.8																																			
Task 8.5	Interaction with existing networks and EC activities	M1-M36	POLIS	D8.9																																			
Task 8.6	Transfer of project results to European, US & Chinese	M1-M36	POLIS	D8.10 D8.11 D8.12 MS13																																			
Task 8.7	Exploitation strategy & IPR	M1-M36	POLIS	D8.13 D8.14 D8.15 MS12																																			
WP 9	Project Management	M1-M36	ZLC																																				
Task 9.1	Administrative & financial management	M1-M36	ZLC	D9.1																																			
Task 9.2	Technical coordination, risk and quality control & ma	M1-M36	CERTH	D9.2																																			
Task 9.3	Ethics requirements and data management policy	M1-M36	ZLC	D9.3 D9.6 MS16																																			
Task 9.4	SPROUT's overall impact assessment	M35-M36	ZLC	D9.4 MS14																																			
				D9.7																																			

Figure 1 Updated Gantt chart

### 6.1.3 Risk management

DoA part A, Annex 1 identified potential critical Implementation risks and mitigation actions. During this reporting period, the table of risks has been reviewed periodically: month six (D9.5–Risk & Quality Assessment Report), month twelve (D9.5–update, internal report) and month eighteen. The following risks have led to an event during the reporting period:

Table 3 Risks during the reporting period

Risk ID	Risk type	Risk description	WP number	Current & potential impact	Risk mitigation measures
1	Contractual	The Chinese partners have not secured their funding yet from the Chinese government	All WPs	Current impact: The CN partners did not contribute to the project work so far. Potential impact: If the funding issue is not resolved the contribution of the CN partners to the project with a pilot case may not be realised.	The project team is considering alternatives for the Chinese partners to contribute to later stages of the project. More specifically as 2 <sup>nd</sup> layer city and/or to the EU-US-China research agenda instead of the initially foreseen pilot case.
2	COVID-19	The COVID-19 outbreak	All WPs	Current impact: The health crisis has led to delays in the project execution. D3.2 and D3.3 suffered a delay due to the direct contribution from city stakeholders. Delay is now affecting to the pilots' implementation and solutions adoption.	The project team is performing a risk assessment of the pilots and in those where significant negative impacts are expected, proposed alternatives are being defined.
3	Consortium	Key staff becomes unavailable	ALL WPs	Current impact: Technical Coordinator left the organization.	The supervisor of the previous technical coordinator took over his role. She had been involved in SPROUT since the proposal stage, thus

Risk ID	Risk type	Risk description	WP number	Current & potential impact	Risk mitigation measures
4	Operational	Extremely low rate of registrations on the OIC platform (ETM Forum).	All WPs	<p>Current impact: The project would have benefited if concrete expectations from the OIC members were stated at the very beginning.</p> <p>Potential impact: Some validation mechanisms may fail.</p>	<p>resulting in no impact.</p> <p>The project partners are currently redesigning the OIC strategy segmenting the OIC members based on their interests and tailoring activities to each segment.</p>

### 6.1.4 Key events during the reporting period

During the first eighteen months, the project activities included the following key events.

Table 4 Key events during the reporting period

Event	Date	Location	Purpose/Justification/Major Outcome	Project Participants
Kick off meeting	18-19 Sept 2019	Zaragoza, Spain	Project KoM	All partners
OIC Launch	29 Oct 2019	Online	OIC KoM	UPM, CERTH, ZLC, VUB, POLIS
Cities webinar: Understanding Transition in Urban Mobility	24 Feb 2020	Online	Project webinar with the cities	All partners, including 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> layer cities.
General Assembly	19 March 2020	Online	Project General Assembly	All partners
Cities webinar: Determining the impacts of emerging urban mobility environments	13 Oct 2020	Online	Project webinar with the cities	All partners, including 1 <sup>st</sup> & 2 <sup>nd</sup> layer cities.
General Assembly	21 Oct 2021	Online	Project General Assembly	All partners