



Checklist for National Bodies to efficiently support stakeholders affected by the Delegated Regulations (EU)

Status: final
Version: 1.1
Date: 11. February 2025

Legal disclaimer

The sole responsibility for the content of this document lies with the authors. It does not necessarily reflect the opinion of the European Union. The European Commission is not responsible for any use that may be made of the information contained therein. All images are provided by the respective partners (unless otherwise noted) and are approved for reproduction in this publication.

Document information

Project acronym	NAPCORE
Full project title	National Access Point Coordination Organisation for Europe
Grant Agreement No.	MOVE/B4/SUB/2020-123/SI2.852232
Activity no. and title	WG5.4 Accelerate the provision of data on the NAPs
Author(s)	Patricia Pumpler (AustriaTech), Albane de Crombrugghe (Federal Public Service Mobility and Transport), Zuzana Švédová (CDV)
Co-author(s)	Damaris Anna Gruber (AustriaTech)
Related to Milestone no.	/
External Milestone	/

Document status:

☐	To be revised by partners involved in the preparation of the document
☐	For review/approval by the Core Alignment Team and Peer Reviewers
☐	For approval by the NAPCORE Steering Committee
☒	Final
☐	Updated/revised final version (e.g. when a second version of Milestone is published)

This document provides a checklist for National Bodies/Competent Authorities to consult in order to efficiently support stakeholders affected by the Delegated Regulations (EU) of the ITS Directive 2010/40/EU (namely Delegated Regulation (EU) No 885/2013, (EU) No 886/2013, (EU) 2015/962 and (EU) 2017/1926). The checklist contains items that should ideally be provided by each National Body.

☐ Contact address

- ✓ E-mail address stakeholders can reach out to if they have questions, require consultation or additional information and to submit self-declarations. The mailbox should be regularly checked by the National Body.

☐ A dedicated website for the National Body

- ✓ Each National Body is advised to have a website where information on the Delegated Regulations (EU), the obligations for data and service providers, the NAPCORE recommendations on Compliance Assessment as well as forms and templates for Compliance Assessment (ideally, translated into the national language(s)) can be accessed. The website should also refer to the aforementioned contact address and include links to the NAP or be integrated into the NAP itself.

☐ Harmonised forms and templates for Compliance Assessment

- ✓ The harmonised forms and templates for Compliance Assessment developed within the NAPCORE project (self-declaration forms, accompanying documents, Compliance Assessment forms, Compliance Assessment result forms) could be provided via the website of each National Body. Ideally, these documents will be translated to the national language(s) of the respective country. Alternatively, links to the NAPCORE website can be provided.

☐ Guidelines for filling the forms and templates

- ✓ In order to facilitate the process of filling-in and submitting self-declarations and accompanying documents, the National Bodies can provide guidelines for filling templates and filled-in sample documents.

☐ Information on data formats

- ✓ It would be advisable for National Bodies to provide data and service providers with information on which data categories mentioned in the Delegated Regulations should be provided on the NAPs in which format. For this purpose, a table covering all the relevant data categories and the corresponding formats could be created. It is moreover recommended to provide links with additional information about data formats and converter tools.

☐ FAQs

- ✓ Answers to frequently asked questions from data and service providers could also be made available on the website. The FAQs developed within the NAPCORE project can be used, translated and adapted to national conditions.

☐ Social Media

- ✓ In addition to the website, the National Bodies can be active on social media (e.g. LinkedIn) in order to increase their outreach to stakeholders and call attention to recent developments or measures to increase stakeholder engagement.
- ✓ They could communicate about their activities, their involvement in international meetings, the development of the NAP, etc.

☐ Stakeholder lists

- ✓ Per Delegated Regulation, the National Bodies are advised to keep a list with identified stakeholders (and respective contact details) affected by obligations laid out therein. This list should be regularly kept up to date.

☐ Info mailing

- ✓ NAPCORE recommends contacting stakeholders identified to be affected by the Delegated Regulations by e-mail and informing them about the obligations and requirements laid out in the Delegated Regulations. As part of this process, it is also possible to check whether the respective stakeholders are affected by the Delegated Regulations at all.

☐ Organisation of stakeholder events

- ✓ It is recommended for National Bodies to organise one to two stakeholder events (virtually or in-person) per year in order to inform stakeholders about the Delegated Regulations, the requirements and obligations for sharing data and the Compliance Assessment process.

☐ Chat feature

- ✓ A chat feature (chat bot or live chat) can be established at the National Bodies' websites to clarify questions data or service providers might have in a low-threshold manner.

☐ One-on-one meetings

- ✓ If requested by the stakeholder, the National Bodies can carry out one-on-one meetings with the stakeholder to consult them on their questions.