



Appendix 1 - STANDARD REQUIREMENTS FOR MANAGEMENT, REPORTING, MEETINGS AND DELIVERABLES

This document contains the standard requirements for management, reporting, meetings and deliverables for contracts to be placed by CzechInvest in regard to the ESABIC Prague.

## 1 - CONTRACTUAL BASELINE

The Incubatee is a start-up company in the early stage development of its commercial enterprise, applying space technology or systems to non-space applications, including industrial, scientific and commercial uses. As a start up company the Incubatee requires business development support, technical and commercial advice and marketing expertise to be able to commercialize its product or service through:

- developing its commercial focus;
- enhancing or creating its business plan;
- elaborating on its business outline proposal;
- making relevant use of Third Party advisors;
- establishing a sound financial, commercial and marketing model; and
- performing additional technical activities, functional to the above activities as required.

## 2 – MANAGEMENT

### 2.1 General

The Incubatee shall implement effective and economical management for the work to be performed under this contract. The nominated representative of the Incubatee shall be responsible for the management and execution of the work to be performed.

### 2.2 Communications

All communications sent by the Incubatee to CzechInvest shall be addressed to CzechInvest's representatives nominated in Article 9.3 of this Contract.

## 3 - REPORTING

### 3.1 Minutes of Meetings

The Incubatee is responsible for the preparation and distribution of minutes of

meetings held in connection with this Contract. Electronic and paper versions of the minutes of each meeting shall be issued and distributed to all participants and to CzechInvest's representatives, not later than ten (10) days after the meeting concerned was held. 3.2 Progress Reports

Every three (3) months, the Incubatee shall provide a progress report to CzechInvest's representatives, covering the Activity. This report shall provide details of:

- action items completed during the reporting period;
- description of progress: events accomplished etc.;
- problem areas, if any, and corrective actions planned and/or taken;
- events anticipated during the next reporting period;
- budget update
- [further details to be provided on a case-by-case basis]

### 3.3 Problem Notification

The Incubatee shall notify CzechInvest's representatives of any problem likely to significantly impact the progress of the Activity.

## 4 - MEETINGS

### 4.1 Kick-off Meeting

The kick-off meeting shall take place at CzechInvest's premises or by teleconference at the beginning of the Contract Term.

### 4.2 Mid Term Review

At Mid Term a meeting shall be held ("Mid Term Review"), where the Incubatee shall present the Mid Term Report, to verify the status of the Activity and to confirm its feasibility.

### 4.3 Additional Meetings

Additional meetings may be requested either by CzechInvest or the Incubatee.

### 4.4 Notice and Agenda for Meetings

For all meetings the Incubatee shall ensure that proper notice to CzechInvest is given at least two (2) weeks in advance of when CzechInvest's participation is foreseen to be required. The Incubatee is responsible for ensuring the participation of the Incubatee's personnel and/or third party advisors, as needed.

For each meeting the Incubatee shall propose an agenda in electronic form and shall compile and distribute handouts of any presentation given at the meeting.

## 5 - DELIVERABLES

### 5.1 Documentation to be delivered

In addition to the documents to be delivered according to section 3 above, the documentation set out in this section 5 shall also be deliverable.

All documentation Deliverables mentioned in this section 5 (including all their constituent parts) shall be delivered as follows:

5.1.1 in electronic form on computer readable media as agreed by CzechInvest, and in other exchange formats where relevant (e.g. HTML, PDF format); and

5.1.2 in one (1) paper copies.

The draft version of the documentation shall be sent to CzechInvest's administrative officer in one (1) electronic copy for approval not later than two (2) weeks before the documentation is to be presented.

### 5.2 Mid Term Report

The Incubatee shall document in detail the status of its technical and commercial progress in relation to the Activity in the Mid Term Report and confirm the feasibility of the Activity. The Mid Term Report shall furthermore contain all invoices relevant to the Third Party Services obtained by the Incubatee in accordance with Article 4 of this Contract. The Mid Term Report shall be presented by the Incubatee to CzechInvest at the Mid Term Review. The Incubatee shall submit the presentation of the Mid Term Report to CzechInvest two (2) weeks in advance of the Mid Term Review meeting.

### 5.3 Final Report

A report shall be produced by the Incubatee at the end of the Contract Term. It shall be a complete statement of all the work undertaken by the Incubatee during the Contract Term, including the activities functional to the Business Plan ("Final Report"). It shall not refer to any other report that may have been provided by the Incubatee and shall detail the full results of the Activity to include:

- (a) lessons learned;
- (b) details of the support received from ESA BIC Prague partners;
- (c) contacts established;

- (d) description of technical developments;
- (e) financial details;
- (f) all invoices relevant to the Third Party Services obtained by the Incubatee in accordance with Article 4 of the Incubation Contract.
- (g) licenses granted and patent filings and applications;
- (h) photographic documentation
- (i) [further of input by CzechInvest required on a case by case basis]

#### 5.4 Executive Summary to the Final report

The Incubatee shall prepare a summary which shall concisely summarise the findings of the Incubatee in performing the Activity (“Executive Summary”). It shall be suitable for non-experts and should also be appropriate for publication, including on a web page. For this reason, it shall not contain any confidential information. The Executive Summary shall not exceed three (3) to four (4) pages of text with colored illustrations or photographs, if appropriate. Writing tips for the Executive Summary can also be found in the BAP Business Plan Template.

#### 5.5 Business Plan

The Incubatee shall produce a business plan that sets out the Incubatee's expected course of action for next period of the development of the company, including a detailed listing and analysis of risks and uncertainties (“Business Plan”). The Business Plan should also examine the proposed products (including scientific and technical requirements and feasibility), the market, the industry, the management policies, the marketing policies, production needs and financial needs of the Incubatee. The use of the BAP Business Plan Template is advised.

#### 5.6 Annual Performance Report

The annual performance report shall describe the sales made and/or licences granted by the Incubatee during the preceding twelve (12) months (“Annual Performance Report”). The Incubatee shall submit this to CzechInvest and to the Agency (according to Article 15 of the contract) in one (1) paper copy and in electronic form on each anniversary of the end of the Contract Term, during 10 years.

#### 5.7 Photographic Documentation

Photographic documentation comprises photographs of events organized by the Contractor and photographs of hardware under manufacture by the Start-ups

showing major progress, as well as of tests and test set-ups. Videos presenting the functioning of hardware/test set-up and relating test activities may also be included in this category.

#### 5.8 Software (including computer programmes)

Copy of the software developed by the Incubatee shall be a deliverable.

The Start-up shall provide a demonstration of the software to CzechInvest's representative including a trailer/movie clip illustrating the use and application of their developed software program for the purpose of ESA exhibitions.

#### 5.9 Hardware

A prototype or product manufactured by the start-up. In case of very high production costs, the start-up can keep the original prototype and deliver a mock-up of the prototype. Start-ups shall however keep the prototype available for lending it to ESA for exhibitions.

APPENDIX 2 - AGENDA FOR MIDTERM REVIEW

1. Welcome/Introduction

2. Elevator pitch

2-3 minutes without slides. *(This is good training and will introduce the company and business idea to potential new audience.)*

3. Progress status tasks/work packages, first phase.

Refer to each task in original proposal, and present the current status of the task/work package. Explain reasons to why tasks have not been completed (if any). Present any new tasks that have been added in this first phase (if any).

<b>Task/Work Package #</b>									
<b>Objectives</b>									
<b>Sub-tasks</b>									
<b>Costs</b>									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Sub-tasks</th> <th style="width: 40%;">Costs (€)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"><b>Total (€)</b></td> <td></td> </tr> </tbody> </table>	Sub-tasks	Costs (€)					<b>Total (€)</b>	
Sub-tasks	Costs (€)								
<b>Total (€)</b>									
<b>Output</b>									

4. Planning of tasks/work packages, next phase

Refer to each task in original proposal and present current status or changes, if any. Include overview of additional new tasks (if any).

<b>Task/Work Package #</b>									
<b>Objectives</b>									
<b>Sub-tasks</b>									
<b>Costs</b>									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Sub-tasks</th> <th style="width: 40%;">Costs (€)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"><b>Total (€)</b></td> <td></td> </tr> </tbody> </table>	Sub-tasks	Costs (€)					<b>Total (€)</b>	
Sub-tasks	Costs (€)								
<b>Total (€)</b>									
<b>Output</b>									

5. Incubation Planning Overview:

Task/W	Task Name		Month/Yea	Month/Yea	Month/Yea	Month/Yea	Month-	Month/Yea
1		Planne						
		State			50%			
2		Planne						
		State	33%					
3		Planne						
		State						
4		Planne						
		State			150%			
5		Planne						
		State			100%			
6		Planne						
		State	0					
7		Planne						
		State	100%					
8		Planne						
		State						
						Midterm Review		Final Review

6. Cost Breakdown Overview, first phase:

W	Task Name	Business Plan Development	Third Party Advice in €
1			
2			
3			
4			
5			
6			
7			
8			
	<i>Total</i>		

7. Changes in expected Costs, first phase:

WP	Task Name	Expected amount at		Real Costs		Difference in €		Difference in %	
		BPD	TPA	BPD	TPA	BPD	TPA	BPD	TPA
1									
2									
3									
4									
5									
6									
7									
8									
	<i>Total</i>								
	<i>BPD+TPA</i>								



8. Overview of technical experts Expert hours used, this phase Experts hours needed, next phase

9. Overview of major challenges/concerns.

10. Other news/updates Very short, f.ex

- change in team
- financial developments/ additional sources of funding/ investments (personal/subsidy)
- cooperation agreements

11. Proposal of CCN If any

12. Q&A

APPENDI  
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FINAL REPORT TEMPLATE

*Template for Final Report (see also 5.3 of Appendix 1 of the incubation contract). Please use this template also to structure your presentation for the Final Review.*

1. Introduction

2. Elevator pitch

2-3 minutes Pitch (*This is good training and will introduce the company and business idea to potential new audience.*)

3. Lessons learned (5.3(a) in Appendix 1 of the contract);

4. Details of the support received from ..... (5.3(b) in Appendix 1 of the contract); Also mention the expert’s names, sections and hours used during incubation period

5. Business contacts established (5.3(c) in Appendix 1 of the contract);

6. Progress report on work packages of total incubation period (5.3(d) in Appendix 1 of the contract);

Refer to each task in original proposal, and present the current status of the task/work package. Explain reasons to why tasks have not been completed (if any). Present any new tasks that have been added in this first phase (if any).

<b>Task/Work Package #n</b>									
<b>Objectives</b>									
<b>Sub- tasks</b>									
<b>Costs</b>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Sub- tasks</th> <th style="width: 50%; padding: 5px;">Costs (€)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="padding: 5px;"><b>Total (€)</b></td> <td></td> </tr> </tbody> </table>	Sub- tasks	Costs (€)					<b>Total (€)</b>		
Sub- tasks	Costs (€)								
<b>Total (€)</b>									
<b>Output</b>									



7. Incubation Planning Overview (planned *and* actual):

Task/WP	Task Name		Month/Year	Month/Year	Month/Year	Month/Year	Month-Year	Month/Year
1		Planned						
		State			50%			
2		Planned						
		State	33%					
3		Planned						
		State						
4		Planned						
		State			150%			
5		Planned						
		State			100%			
6		Planned						
		State	0%					
7		Planned						
		State	100%					
n		Planned						
		State						

Midterm Review

Final Re

8. Changes in expected Costs, total incubation period (5.3(e) in Appendix 1 of the contract);

WP	Task Name	Expected amount at Final Review		Real Costs		Difference in €		Difference in %	
		BPD	TPA	BPD	TPA	BPD	TPA	BPD	TPA
1									
2									
3									
4									
5									
6									
7									
8									
	<b>Total</b>								
	<b>BPD+TPA</b>								

9. Overview of major challenges/concerns.

10. Other news/updates

- changes in your team's composition
- financial developments; i.e. secured financing, launching customers, other income
- cooperation agreements

11. Wayforward

12. Feedback on ESA Business Incubation support

ANNEX to the Final Report. Please attached to this report also:

- I. An overview and the copies of all invoices relevant to the Third Party Services obtained by the Incubatee (5.3(f) in Appendix 1 of the contract);
- II. An overview and copies of patents, patent filings and/or licenses granted (5.3(g) in Appendix 1 of the contract);
- III. Photographic documentation accordance (5.3(h) in Appendix 1 of the contract).

APPENDIX 4 – LOGO



**business  
incubation  
centre**  
Prague