



Pilot Action Participation Agreement

Agreement No. for providing support in developing a business idea within the incubation path as part of the BSI_4Women Pilot Action,

concluded on in between:

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represented by

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.....

being a Lead Partner/Partner of the BSI_4Women project; hereinafter referred to as the Organizer
and

.....
.....

hereinafter referred to as the Participant

§1 The subject of the agreement

1. The Pilot Action titled “BSI_4Women Entrepreneurial Gateway” is implemented in the frame of the BSI_4Women project.
2. The BSI_4Women project, co-funded by the Interreg Baltic Sea Region Program, is an initiative designed to foster the transition to a green and resilient Baltic Sea Region by supporting the entrepreneurial initiatives of refugee and migrant women who have had to escape conflict zones (war-affected countries, armed or political conflicts) living in the Baltic Sea Region.
3. The Project aims to empower refugee and migrant women through the development and implementation of innovative business ideas, transforming them into market-adapted products or services, thereby contributing to the economic development of the Baltic Sea Region.



§2 Rights and obligations of the Participant

1. The Participant, selected through the BSI_4Women project's structured selection process, hereby agrees to actively participate in the Pilot Action activities and to comply with the resulting rules and obligations defined in this agreement.
2. Participation includes engagement of the Participant in all relevant activities and stages of support as outlined in the Incubation Program structure, which comprises Business Development, Incubation, and Individual (Specialized) Support. Post-incubation assistance will be offered to some Participants at the final stage of the incubation program based on pre-set criteria.
3. The Participant will receive assistance in adapting to the business environment of the Baltic Sea Region and will collaborate with the assigned Project Mentor (thereafter Mentor) to set key goals and develop an Individual Incubation Plan. All forms of support under the project will be provided to the Participant based on an Individual Incubation Plan developed together by the Mentor and Participant. The scope of the planned support will be tailored to the needs of the Participant, taking into account the specificity of her business idea.
4. The Participant commits to full 80% participation in the Pilot Action for the entire duration of the support services, which averages four months but may range from three to six months.
5. The Participant agrees to comply with all program requirements, including the signing and submission of necessary documentation, adherence to deadlines, and active participation in activities scheduled in the Individual Incubation Plan and evaluations. The Participant understands that failure to comply with these requirements may result in termination of their participation in the Incubation Program.
6. All support offered under the project is free of charge for the Participant. Because at the time of starting participation in the incubation path and signing this agreement, the participant is a natural person, the support offered to her by the project does not constitute state aid.
7. In case in which the Participant register a company, she is obliged to immediately inform the Organizer who is a party to this agreement about starting (registering) his/her business activity being supported in the project (no later than on the date of company registration) because the



registration of the company gives the support granted to him the character of public aid (de minimis), which requires monitoring and reporting by the Organizer's national requirements and the guidelines of the Interreg Baltic Sea Region program.

8. After getting a written request from the Organizer (either a letter or an email), the Participant has to give them updates about how their business idea or established company, which is supported by the project, is doing. This duty continues even after they finish the Pilot Action support, but not after December 31, 2028. The information the Participant provides will be used for reporting about the Interreg Baltic Sea Region to see how well projects from the Incubation Program, under the BSI_4Women initiative, are doing in the long run.

§3 Scope of the support offered to the Participant

1. Each Participant will be assigned a Key Mentor who will help them practically and with ideas throughout the support process. The Mentor's job is to assist the Participant in starting and growing their business idea in the Baltic Sea Region, from planning to making it happen.
2. The Mentor will collaborate with the Participant to set key goals and develop an Individual Incubation Plan using the template provided in the Project Standardized Toolkit. This plan will outline the main activities, milestones, and scope of basic and specialist services/advisory necessary for the development of the business idea, and enhancement of the Participant's knowledge and skills.
3. The support offered in the project will be available on the online platform where Participant will find all educational materials to help with their business ideas. They can also contact their Mentor and network with other Participants from different countries involved in the BSI_4Women project.
4. The Mentor will supervise and coordinate the implementation of the Individual Incubation Plan, monitor the progress of the incubation process, and make necessary adjustments based on the results of monitoring activities.
5. As part of participation in the incubation path under the BSI_4Women pilot action, the Participant will be offered the following forms of support:
 - I. Soft-landing;
 - II. Business development;
 - III. Incubation;



- IV. Individual (specialized) support;
- V. Post-incubation* (available for selected Participants).

Details of activities possible under each of the mentioned phases are described in the Incubation program constituting annex to the Terms and Conditions.

- 6. The kind of support the Participant gets and how long it lasts will depend on the plan they make with their Mentor.
- 7. The activities during the support might be one-on-one meetings or group events, either in person or online, organized by the Originator or as international events/workshops on the project's online platform.

§4 Intellectual Property Rights

- 1. The Participant keeps ownership of any intellectual property rights (IPR) related to their business idea and any developments made during their time in the Incubation Program. This includes things like inventions, designs, trademarks, copyrights, and patents.
- 2. The Participant agrees to inform their Mentor and Organizer about any existing IPR they have before starting the Pilot Action and any IPR they develop during the program. They give the Organizer permission to use these IPR to provide support services as described in the Incubation Program.
- 3. The Participant is in charge of protecting their IPR. The Organizer might offer advice on how to do this, like helping with registration or protection plans, but the Participant is ultimately responsible.
- 4. The Project Organizer, Mentor, and their team will keep any information they get about the Participant confidential, unless they already knew it, got it from someone else, or found it publicly.
- 5. If the Participant's business idea involves working with others or using their IPR, they have to get permission and make sure they're not breaking any rules.
- 6. After finishing the Pilot Action, the Participant still owns any IPR they developed during the program. They agree to mention the support they got from the BSI_4Women project if they decide to use or publish their IPR, in a way they agree with the Organizer.
- 7. Pilot Action materials and resources are provided for the personal use of participants in developing their business ideas. Unauthorized reproduction, distribution, or use of these materials for commercial purposes is prohibited.
- 8. Within the Pilot Action implementation, some links to external websites or resources may be provided. These are provided for convenience and informational purposes only. The Organizer does



not endorse the content of external sites nor is it responsible for the accuracy or content of these external sites.

§5 Confidentiality rules

1. Confidential information includes but is not limited to business ideas, strategies, operational methods, technical processes, and any data or information shared by Participants, mentors, and Pilot Action's staff during the Pilot Action.
2. All Participants, mentors, program staff, and third parties involved in the Pilot Action are required to keep confidential information private and secure. They must not disclose this information to anyone outside the Project without explicit permission.
3. Confidential information shared within the Pilot Action involved parties should only be used for the purpose of participating in and facilitating the Pilot Action. It must not be used for any personal gain or outside business activities.
4. The obligation to maintain confidentiality continues even after the conclusion of the Pilot Action. All parties involved must continue to protect the confidentiality of information indefinitely unless the information becomes public through no fault of their own or is no longer considered confidential by mutual agreement.
5. Any breach of confidentiality is taken seriously and may result in immediate removal from Pilot Action and potential legal action to remedy any damage caused by the breach.

§6 Withdrawal from the action and responsibilities

1. A participant may cancel participation in the Pilot Action only in justified cases, such as serious illness or a contingency. To do so, they need to send official information to the Organizer by email or post, clearly saying they want to stop being part of the program.
2. The Participant has to give 7 days' notice from the date they send the letter.
3. If the Participant leaves, she won't get any more help, resources, or guidance from the Incubation Program. The Participant loses any benefits or special treatment she had while in the program.
4. The participant is obliged to apply the rules of intellectual property and confidentiality even after the end or discontinuation of participation in the incubation program.
5. Even if the Participant leaves, the Organizer can still use information about what she did in the Incubation Program for record-keeping and to promote the project. This might include using pictures



or videos from events she was in. Detailed rules about privacy and personal data are explained in Annex No. 1 to the Terms and Conditions.

6. If the Participant fails to comply with the Terms and Conditions of the Pilot Action, including failure to participate actively, misuse of resources, or breach of confidentiality, the Organizer reserves the right to terminate her participation.
7. The Organizer, partners, mentors, and any associated parties, shall not be liable for any direct, indirect, incidental, special, or consequential damages that result from the participation in the Pilot Action. This includes but is not limited to, loss of profits, data, or other intangible losses, even if the Pilot Action has been advised of the possibility of such damages.
8. While the Organizer does not assume liability for the Participant's business activities, it commits to conducting the Pilot Action with due care and in accordance with applicable laws and regulations.
9. The Organizer's liability in any circumstance is limited to the direct support and resources provided to the Project Beneficiaries. It does not extend to any external business activities, financial investments, or decisions made by the participant outside the scope of the Pilot Action.
10. Participants acknowledge that entrepreneurship and business development involve risks, including but not limited to financial risk, market risk, and regulatory risk. The Pilot Action Organizer do not guarantee business success, and Project Beneficiaries are expected to undertake their entrepreneurial activities with a full understanding of these risks.

§7 Amendments

1. This agreement as well as the Terms and Conditions of the BSI_4WOMEN Pilot Action are subject to revision and update by the organizers to ensure they remain relevant and reflective of the objectives, legal requirements, and best practices.
2. In case of modification or cancellation participants will receive notice at least 14 days before they take effect.
3. Modifications to the Pilot Action, including changes in structure, timeline, support services, or eligibility criteria, may occur in response to evolving needs, feedback, or external factors that impact Pilot Action's delivery.



4. Cancellations may be considered due to unforeseen circumstances such as significant funding changes, natural disasters, public health emergencies, or other events beyond the control of the Pilot Action organizers.
5. Changes do not require an annex to the contract.

§8 Concluding provisions

1. This Agreement and all its rules have been carefully read and understood by the persons who signed it. By signing, each person confirms they accept the whole Agreement.
2. The provisions of this agreement shall be governed by Estonian law.
3. Any disputes related to the implementation of this Agreement shall be resolved by the court having jurisdiction over the registered office of the Organizer.
4. This Agreement starts working as soon as it's signed.
5. Three copies of this Agreement are made, two for the Organizer and one for the Project Beneficiary.

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Organizer

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Participant