



BSI_4Women Pilot Action Terms and Conditions

This document establishes the Terms and Conditions (T&C) for participation in the BSI_4WOMEN Project Pilot Action titled “BSI_4Women Entrepreneurial Gateway” (from now on referred to as "Pilot Action") an initiative crafted to bolster the entrepreneurial endeavours of refugee and migrant women within the Baltic Sea Region. Anchored in the overarching objectives of the BSI_4WOMEN project, which is co-funded by the Interreg Baltic Sea Region Program, the Program aspires to foster a green and resilient Baltic Sea Region by nurturing the transformation of innovative business ideas into market-adapted products or services, thereby contributing to the region's economic development.

§1 Introduction

1. The Pilot Action is run by Sihtasutus Tallinna Teaduspark Tehnopol (also called "the Organizer"), working together with other partner organizations from Baltic Sea Region in the BSI_4WOMEN project. The Organizer and its partners are dedicated to running the Program well. This includes carefully choosing participants, offering tailored support services, closely monitoring participants' progress, and creating a supportive environment for developing new business ideas.
2. Individuals selected for participation in the Program, who satisfy the defined eligibility criteria, are designated as "Participants."
3. By choosing to join the Pilot Action, Participants automatically agree to follow these T&Cs, showing their support for the goals and values of the BSI_4WOMEN project.
4. These T&Cs are meant to clearly outline the rights, duties, and what is expected from both the Organizer (and its partners) and the Participants. This document is designed to create a clear and detailed plan for working together, making sure the relationship is beneficial and productive for everyone involved.
5. The Organizer and its partners have the right to change these T&Cs whenever they choose. Any changes will be shared through the Program's official ways of communicating and will start right away.

§2 Eligibility rules



1. The Pilot Action is designed for refugee and migrant women who have had to escape conflict zones (war-affected countries, armed or political conflicts) living in the Baltic Sea Region. It's for those who have business ideas and are committed to turning them into real businesses.
2. To join this Pilot Action, a potential participant should possess following documents which prove the legal status in one of the countries of residence (Poland, Latvia, Lithuania, Estonia, Sweden, Norway, Denmark):
 - a) A document which proves the status of refugee or subsidiary protection, or
 - b) Submitted application form for refugee status, or
 - c) Residence card confirming identity and legal stay.
3. A potential participant should have a unique and promising business idea. A business idea should have the ability to grow and succeed in the market.
4. Joining the Program requiring that a participant is ready to actively participate in all its activities. This includes workshops, mentoring sessions, and other support services offered by this Pilot Action.
5. The Organizer reserves the right to check if a potential participant meets these requirements. The Organiser can also ask for documents or other proof. If a potential participant doesn't meet these rules, she might not be able to join the Pilot Action.
6. Meeting these requirements doesn't automatically mean to be chosen to participate. The Organizer will select Participants based on how well they fit with the Pilot Action's goals and the potential impact of their business ideas.

§3 Application and selection process

1. To apply, a potential participant must fill out the recruitment form on the BSI_4Women's platform: <https://startuphive.eu/>. A potential Participant must provide all the requested information accurately and honestly.
2. The template of the recruitment form constitutes the annex No 3. to these Terms and Conditions.
3. The application form should be filled in with all the necessary details. This includes personal information, a description of the business idea, and how it meets Pilot Action's criteria for market potential, and scalability. The additional benefit will be when the idea is also innovative.
4. Incomplete or false information can disqualify-a participant from the selection process.
5. The application must be submitted by the deadline unless it will not be considered.
6. After submitting the application, a potential candidate should receive a confirmation email or notification on the platform. A participant should keep this confirmation as proof of your submission.



7. After the application deadline, the Program enters the Review Period, where each application undergoes a detailed evaluation process that takes no longer than 3 weeks from the idea submission deadline.
8. The Qualification Committee first checks all applications to ensure they meet the basic eligibility formal criteria, such as applicant background with residency requirements, correctness of filling in the application.
9. Applications that pass the initial review move on to a more in-depth evaluation. During this stage, the business ideas are assessed based on the following substantive criteria:
 - Business Idea (Max 10 points)
 - Innovativeness (Max 10 points)
 - Market potential on European regional, national or local levels (Max 8 points)
 - Business experience (Max 6 points)
 - Comprehensiveness of the description of the business idea (Max 6 points)
10. The above criteria will be assessed based on the evaluation card which is the annex No 4 to these Terms and Conditions.
11. In that stage the application can receive a maximum of 40 points. Regardless of the number of points obtained, the application is forwarded for expert evaluation.
12. When evaluating applications for the BSI_4WOMEN Pilot Action applications, the Expert Panel uses the following criteria:
 - a) Innovation and originality (20 points max; assessed only if relevant): This measures how unique and creative a business idea is. Even though innovation isn't the sole focus, it adds value if the idea presents a novel approach or solution not readily available in the market.
 - b) Applicant Experience and Qualifications (20 points max): Evaluate the background, skills, and industry knowledge of the applicant. This includes assessing the applicant's ability to drive the business towards success based on their experience and qualifications.
 - c) Market potential (20 points max): Considers the business idea's capacity to meet market needs and generate revenue. This criterion looks at the size of the target market, customer demand, and competitive advantage.
 - d) Scalability (20 points max): Assesses the idea's potential for growth and expansion into new markets or areas. This involves evaluating the adaptability of the business model and the feasibility of scaling operations.
 - e) Sustainability and Regional Smart Specialization Cohesion (20 points max; assessed only if relevant): This criterion examines how well the business idea aligns with sustainability goals and contributes to the



economic development of the Baltic Sea Region. It also considers the business idea's compatibility with regional smart specializations.

13. The above criteria will be assessed based on the Evaluation card which is annex No 5 to these Terms and Conditions.
14. The above criteria contribute to a total score out of 100. In total with substantive and expert panel criteria the application can obtain maximum of 140 points.
15. The idea needs to score a minimum amount of 60 points to meet the threshold. Points for optional criteria (Innovation and originality; Sustainability and Regional Smart Specializations cohesion) are not included in the minimum score threshold.
16. Up to 5 Applications with highest overall score will be selected for participation in the Pilot action. In case one or more applications get the same number of points, the Expert Panel will make the final decision based on Innovation and originality and Scalability.
17. Once the final selection is made, the Platform prepares to notify all applicants of their status. This includes not only those who have been selected but also those whose applications were on the reserve list or were rejected.

§4 Pilot Action Participation

1. Participation in the BSI_4Women Pilot Action is free of charge. The Scope of Support Offered is described in the Incubation Program, which is an annex No 2 to these Terms and Conditions.
2. Each participant will prepare an individual work plan together with a mentor. Participants are expected to actively engage in all scheduled activities in the individual work plan, including workshops, training sessions, advisory services, meetings with experts, mentoring meetings and networking events.
3. Participants are expected to maintain a high level of professionalism and respect in all interactions within the Pilot Action activities. This includes dealings with mentors, program staff, other participants, and external partners. A collaborative and respectful environment fosters positive relationships and enhances the learning experience for everyone involved.
4. Participation in the Pilot Action takes place on the basis of an agreement signed by the participant constituting Annex No. 6 to these terms and conditions.

§5 Accessibility and Inclusion rules

1. The BSI_4WOMEN Pilot Action is committed to fostering an inclusive environment that is accessible to all Participants, regardless of disability, background, or circumstances. This commitment ensures that everyone has equal opportunities to participate in, contribute to, and benefit from Pilot Action.



2. All communications and notifications from the Organizers and parties will be made available in formats that are accessible to all Participants.
3. The Organizer adheres to a strict non-discrimination policy. Discrimination based on disability, race, colour, religion, or expression, sexual orientation, national origin, genetics, age, or other legally protected characteristics is strictly prohibited.
4. By prioritizing accessibility and inclusion, the BSI_4WOMEN Pilot Action aims to empower all Participants to fully engage with the Pilot Action and achieve their entrepreneurial goals.

§6 Feedback and evaluation mechanisms

1. Participants will receive surveys at key milestones throughout Pilot Action to gather feedback on their experiences, the quality of support received, and the effectiveness of different components of Pilot Action. Surveys will be designed to be accessible and straightforward to complete.
2. An open feedback channel will be available for Participants to share their thoughts, suggestions, and concerns at any time. This can include an email address dedicated to feedback, an online form on Pilot Action's platform, or a direct line to Organizer.
3. Scheduled one-on-one meetings between participants and their mentors or Pilot Action staff will provide opportunities for verbal feedback. These sessions are intended to allow for in-depth discussions about the Participants' experiences and suggestions for improvement.
4. After the Pilot Action, Participants will be invited to partake in a comprehensive review session. This may involve a survey, focus group discussions, or interviews to collect detailed feedback on the Pilot Action's impact, outcomes, and areas for enhancement.
5. Participants willing to share their success stories and experiences in the Pilot Action will be featured in promotional materials and reports. These testimonials not only highlight Pilot Action's impact but also provide real-world insights for future participants and stakeholders.
6. Feedback and evaluation findings will feed into a continuous improvement process, overseen by the Organizer, to ensure that the Pilot Action remains responsive, effective, and aligned with Participant's needs and expectations.
7. Feedback will be collected in a manner that respects the confidentiality and anonymity of Participants unless they choose to waive this anonymity. Sensitive feedback will be handled with discretion, ensuring that participants feel safe and respected in sharing their experiences.

§7 Data Protection and Privacy



1. Policies and practices implemented by Pilot Action to ensure the collection, storage, and usage of personal information comply with applicable data protection laws, such as the EU's General Data Protection Regulation (GDPR).
2. Detailed rules about privacy and personal data are explained in Annex No. 1 to the Terms and Conditions.

§8 Definitions

1. **Pilot Action:** Refers to the "BSI_4Women Entrepreneurial Gateway," an initiative designed to support the entrepreneurial endeavors of refugee and migrant women within the Baltic Sea Region, as part of the BSI_4WOMEN project.
2. **BSI_4WOMEN Project:** A project co-funded by the Interreg Baltic Sea Region Program aimed at fostering a green and resilient Baltic Sea Region by transforming innovative business ideas into market-adapted products or services, thereby contributing to the region's economic development.
3. **Organizer:** Sihtasutus Tallinna Teaduspark Tehnopol, which acts as Partner in collaboration with other partner organizations from the Baltic Sea Region in the BSI_4WOMEN project.
4. **Project Participants:** Individuals who are selected for participation in the Program, meeting the defined eligibility criteria, and expected to engage with the entirety of Pilot Action's offerings.

Annexes:

1. Information clause
2. Incubation program
3. Recruitment form
4. Evaluation card - BSI formal and substantive criteria
5. Evaluation card - BSI Expert Panel
6. Pilot Action Participation Agreement