



## InnORBIT project

### Terms of Reference for the Deployment of Space Initiatives

These Terms of Reference represent terms and conditions to join the InnORBIT project programmes. A Letter of Commitment (attached) will be signed by the party which will participate in the programmes, referred to as “innovation intermediary” in these Terms of Reference and in the Letter of Commitment.

**InnORBIT project** is a Horizon 2020 funded project focused on empowering innovation intermediaries (i.e. organizations supporting start-ups, SMEs and innovative companies) with practical and easily replicable solutions to set up and run sustainable local initiatives. These initiatives aim to accelerate the growth of entrepreneurs, start-ups and scale-ups and to develop and rollout tailored space-enabled solutions, be it in space or not, within ecosystems with a great potential to contribute to the commercialisation of space. More information on InnORBIT can be found at <https://innorbit.eu/>

**The innovation intermediary** is an organisation offering services to promote entrepreneurship, sectoral awareness-raising, and networking to a local ecosystem of entrepreneurs, start-ups, scale-ups, SMEs, and other innovators. Indicative examples might include space and digital clusters, digital innovation hubs, industry and technology associations, etc.

**Innovators** refer to entrepreneurs, start-ups, scale-ups, and SMEs either active in space and space-related industries or willing to enter these domains.

**InnORBIT project activities** include piloting local space initiatives through its two complementary programmes, (i) the Capacity Building Programme for innovation intermediaries and (ii) the Business Support Programme for innovators. More details on these activities can be consulted in detail at <https://innorbit.eu/services> and at <https://innorbit.eu/faq>.

The innovation intermediaries covered by these Terms of Reference are expected to take part in the InnORBIT pilot: they **are expected to participate in the capacity building programme first, as their initial training, then to launch their own space initiative** and business support programme for their local innovators.

Innovation intermediaries participating in InnORBIT's pilots may choose from:

- Space Sprints
- Space Incubators and Accelerators
- Space Cafes
- Space Hackathons
- Space entrepreneurs' instruction modules
- Knowledge Hub, a complement to tailor the entrepreneur's syllabus

The innovation intermediary, by signing the Letter of Commitment attached, agrees with the provisions elaborated below.

#### 1. The innovation intermediary's benefits from InnORBIT pilot

- a. InnORBIT will help the innovation intermediary choose the space initiative that fits their needs and those of their ecosystem (e.g. space sprints, incubators and accelerators, space cafes, space hackathons, space entrepreneurs' instruction);

- b. The innovation intermediary will be able to set up and run their own space initiative with support from InnORBIT and build up their knowledge in space to support their innovators;
- c. The innovation intermediary can diversify their services and their revenue stream by enriching their portfolio;
- d. The innovation intermediary will have access to training and receive tailored advice from InnORBIT on space innovation and how to best support their ecosystem;
- e. The innovation intermediary will be able to join the InnORBIT Knowledge Hub and get free access to space-related knowledge for them and their ecosystem, available in one single location;
- f. The innovation intermediary will receive updates on the latest InnORBIT events relevant to them and get access to InnORBIT space tracks;
- g. InnORBIT will support the innovation intermediary towards becoming the most valuable player in their space ecosystem: build up a network of space tech players and maximize their chance and that of their innovators to enter the space market.

## **2. The innovation intermediary's participation and contribution in InnORBIT pilot**

The InnORBIT pilot (namely the Capacity Building and Business Support Programmes) is set to support the intermediaries and is a collaborative pursuit to build knowledge, skills and provide ground for support to the companies in their quest to find partnerships and obtain funding.

The involvement in the InnORBIT pilot is based on voluntary commitment to participate in the pilot and the different related activities, as tailored together by the innovation intermediary and InnORBIT experts.

To achieve maximum effect from the InnORBIT pilot, the intermediary should adhere to an initiative which they are able to meet in financial and staff resources, to implement the activities throughout its participation in InnORBIT pilot.

The innovation intermediary will get the chance to complete the entire pilot in a time span of around 10 months of teamwork with InnORBIT from the moment they sign the Letter of Commitment adhering to the current Terms of Reference. The innovation intermediary will get 3 months to complete the Capacity Building Programme (training) and choose their initiative, at their own pace. The remaining 7 months represents the estimated time for the innovation intermediary to plan and implement the initiative, depending on their own pace and the chosen initiative. This pilot does not require the intermediary's full-time engagement for 10 months. The different training components and the initiatives that the intermediary chooses can be aligned to your availability.

The innovation intermediary must provide feedback and testimonials of their participation by answering the InnORBIT feedback and impact assessment forms in the timeline set by the InnORBIT team (typically seven days) and sharing the experience during the pilot by engaging on social media;

The innovation intermediary acknowledges that they have the right to withdraw at any point during the pilot, considering specific conditions for their exit. In order to complete their withdrawal from the pilot, the innovation intermediary will provide written notice for withdrawal and fill in an exit feedback survey.

The InnORBIT pilot offers intermediaries hand-in-hand support in exchange for their commitment. The innovation intermediary will:

- a. Participate in a kick-off workshop with InnORBIT to cover selected space initiatives, get a demo on the tools to use, and establish a timeline together with InnORBIT experts;
- b. Establish together with InnORBIT and implement a deployment plan or set of milestones with a timeline, to follow up their involvement and that of their innovators, as outlined in an annex to the Letter of Commitment attached to these Terms of Reference and to be defined by the intermediary and InnORBIT after signing the Letter of Commitment mentioned;
- c. Get access to the InnORBIT digital toolbox and Knowledge Hub;
- d. Will follow up and monitor the plan or set of milestones, mentioned in point c, together with InnORBIT;
- e. Receive on-demand support from InnORBIT, via email or calls/meetings, throughout the activities of the InnORBIT pilot (Capacity Building and Business Support Programmes);
- f. Have the opportunity to provide their valuable feedback in an evaluation call with InnORBIT, in the form of a semi-structured interview, at the end of the Capacity Building Programme;
- g. After the Capacity Building Programme is over, with the support of InnORBIT, the innovation intermediary will launch an announcement of the new space initiative prepared to engage innovators in the Business Support Programme and will communicate it among interested innovators;
- h. Ensure the quality assessment of the Business Support Programme content by the innovators, in line with the innovation intermediary's plan described in the annex attached to their Letter of Commitment, and with support from InnORBIT;
- i. Take part in a closing feedback session and reporting with InnORBIT via a call;
- j. Plan the resources (financial, personnel and other) incurred by participating in the InnORBIT pilot overall (Capacity Building Programme, designing and piloting the new space initiative, Business Support Programme).

### **3. InnORBIT Data Management provisions**

InnORBIT will collect and process data in line with its Privacy Policy available at <https://innorbit.eu/Privacy-Policy> and the EU General Data Protection Regulation 2016/679.

- a. Types of data to be processed by InnORBIT:
  - i. Permission to use the innovation intermediary and their innovator's logo, branding and identity for dissemination and reporting;
  - ii. Professional information necessary for implementation (team members, facilities, capacities, client base and demographics, financial resources and other internal non-sensitive information). The innovation intermediary and their innovator reserve the right to deny data provision in case their interests are jeopardised (i.e. loss of competitive advantage);
  - iii. Permission to use public profile data, logo, identity and demographics of innovators (start-ups/scale-ups/SMEs) involved, for publication and communication of success stories.
- b. The above-mentioned data is the minimum required data for the implementation of the pilot, specifically for the following reasons:
  - i. Customise pilot implementation and receive support services from InnORBIT;
  - ii. Monitor and fine-tune the services and programmes of InnORBIT;
  - iii. Share among the consortium for the implementation needs of the project;
  - iv. Reporting to the European Commission and auditors;
  - v. Dissemination and publications of the project / portfolio management.

- c. The innovation intermediary can withdraw their consent at any point the rights pertaining to the data processing (see InnORBIT Privacy Policy) and in accordance with the EU GDPR. In the case of withdrawal, a data subject request form should be requested by the innovation intermediary from InnORBIT. Withdrawal of consent for data management can constitute a reason for pilot termination.
- d. In case of any data management issues related to the above, the innovation intermediary can turn to the project management team of Startup Europe Networks.

InnORBIT only uses information shared by the organization for the purposes of the project. All rights (including Intellectual Property Rights) are kept by the individual parties that own them. The innovation intermediary will not be able to use InnORBIT material outside their participation in the pilot. After the pilot ends, no innovation intermediary will be able to use the programme material without prior agreement with InnORBIT partners in charge.

InnORBIT will not disclose any confidential information of the innovation intermediary and their innovators publicly or to any other third parties not directly involved in InnORBIT activities that the intermediary is taking part in.

InnORBIT will use the organization's image and profile, and that of their team joining the activities, strictly for portfolio management, dissemination activities, media publications and reporting to the EC, as well as to inform of future events and activities, strictly related to InnORBIT project and within the scope of the pilot, in line with point 4 of the present Terms of Reference.

The innovation intermediary is considered as a participant in the InnORBIT pilot upon signing the annexed Letter of Commitment, by an authorized person, confirming their full acknowledgement and understanding of the present Terms of Reference.



**InnORBIT Project**

**Letter of Commitment and Informed Consent Form for Data Processing adhering to the Terms of Reference for InnORBIT Deployment of Space Initiatives**

The undersigned, \_\_\_\_\_, is authorized to represent the following legal person:

Full official name:

Official legal form:

Full official address:

VAT registration number:

also referred to as “innovation intermediary” in the Terms of Reference.

By signing this letter, the undersigned has acknowledged and agrees with all provisions as described in the Terms of Reference.

The undersigned hereby also gives their consent to the processing of their personal data needed for:

*(Please tick the boxes below to confirm that you give us your consent for the related subject. Any boxes left unticked mean that **you do not consent to the related subject.**)*

#	Consent Subject	Tick box
1	Deployment of the capacity building and business support programmes as part of my InnORBIT pilot participation	<input type="checkbox"/>
2	Participation in future activities of InnORBIT	<input type="checkbox"/>
3	Receiving newsletters and messages regarding future InnORBIT activities	<input type="checkbox"/>

Full name:	Signature and stamp:
Position:	
Email:	
Done at (place) _____ the (day) _____ (month) _____ (year) _____	