**ADDENDUM 2 - AGENDA FOR MID-TERM 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).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task/Work Package #**  **Objectives**  **Sub-tasks**  **Costs**   |  |  | | --- | --- | | **Sub-tasks** | **Costs (€)** | |  |  | |  |  | | **Total (€)** |  |   **Output** |

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).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task/Work Package #**  **Objectives**  **Sub-tasks**  **Costs**   |  |  | | --- | --- | | **Sub-tasks** | **Costs (€)** | |  |  | |  |  | | **Total (€)** |  |   **Output** |

5. Incubation Planning Overview:



6. Cost Breakdown Overview, first phase:



7. Changes in expected Costs, first phase:



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

**ADDENDUM 3**

**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 you 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 annex 1.5 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).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task/Work Package #n**  **Objectives**  **Sub-tasks**  **Costs**   |  |  | | --- | --- | | **Sub-tasks** | **Csts (€)** | |  |  | |  |  | | **Total (€)** |  |   **Output** |

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



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



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. Way forward

12. Feedback on ESA Business Incubation support

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

1. 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)*;
2. An overview and copies of patents, patent filings and/or licences granted *(5.3.g in Appendix 1 of the contract)*;
3. Photographic documentation accordance *(5.3.h in Appendix 1 of the contract)*.