## ESA BIC Nord France

## **Mid Term Report**

## Incubatee: [company name]

Date [DD/MM/YYYY]

Author(s): [insert name]

Note: This document may contain proprietary information

[INSERT COMPANY LOGO]

--- INSTRUCTIONS FOR THE INCUBATEE ---

The purpose of this report is to:

* Document in detail the incubatee’s technical and commercial progress
* Confirm the feasibility of the activity
* Analyse the incubatee’s current situation and, if needed, provide an updated plan for the remaining incubation period
* Collect essential data about the ESA BIC incubatee.

Please note:

* Please adhere to good version management practice.
  + Save your own version of this template, providing it with a unique file name consisting of e.g. “ESA\_BIC\_[Country/Region]\_MTR\_[Company]\_DD-MM-YYYY”
  + Always update the date in the document and ensure it is consistent with the file name.
  + You may also use version numbering, in which case you should aim at v1.0 being the deliverable to the ESA BIC.
* Explanations on what is expected to come into sections are given between brackets “[” and “]”. Remove the explanations including the brackets in the version you submit.
* Please send your report no later than two weeks before the Mid Term Review as a *Word document* by e-mail to <mail address to ESA BIC key personnel>
* The ESA BIC will deliver the final version of this report to ESA.

The content of this report shall be considered as proprietary information, see the incubation contract for details.

--- Please delete the instructions above from the report before delivery ---

# DETAILED REPORT OF STARTUP PROGRESS

[Approx. 1-3 pages describing, since kick-off:

* How the idea has developed, both technically and commercially
* How the company has developed
* Financial developments, e.g. additional sources of funding/investments (personal, subsidy)/revenue etc.
* How the team has developed, including
  + changes in shareholder structure, if any
  + number of FTEs directly employed and under other types of contract
* How partnerships/cooperation agreements have been set up
* What customers have been found and their interest
* How incubation has helped the start-up and what is needed during the second half of the incubation
* An analysis of whether the incubation activity proposed at the time of application is still feasible, and any changes needed
* Key learning points for the team

Please divide the content of this section into sub-sections, as appropriate.]

# INCUBATION PLANNING OVERVIEW

[Double click the table to open a worksheet. When you finish entering data, close the worksheet and the changes appear in this document.]



# PROGRESS STATUS IN RELATION TO TASKS

[Refer to Task Descriptions in the latest approved version of the Incubation Proposal. Duplicate and fill in the template box below for each task.]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task [#] [and Task Name]**  **Responsible:** [responsible person]  **Objective**: [objective of task]  **Sub-tasks and Costs:**  [Please describe in the table below all sub-tasks, including those for which there were no costs. Type of expense means both its purpose (IPR, product development) and what kind of expense (material, services, etc.). The “planned” costs refer to the total planned costs related to each sub-task, as given in the incubation proposal. “Incentive” and “Other resources” refer to how these have been financed. Costs here are only external costs, not internal working hours etc.]   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Sub-task** | **Type of expense** | **Planned costs (€)** | | **Actual costs so far (€)** | | |  |  | **Incentive** | **Other sources** | **Incentive** | **Other sources** | |  |  |  |  |  |  | |  |  |  |  |  |  | | **Total (€)** |  |  |  |  |  |   **Output:**  [Describe the intended output of this task.]  **Progress:**  [Describe the progress of the task and the output achieved so far]. If relevant, explain why the task has not progressed/been completed according to the time plan.]  **Completion:** [x]% |

# OVERVIEW OF COSTS

[The table below is meant as an overview of the funding used up till the MTR. Double click the table to open a worksheet. Take the data from the “totals” in the task overviews above. When you finish entering data, close the worksheet and the changes will appear in this document.]



# OVERVIEW OF SUPPORT AND EXPERT HOURS

[Add information about which expert support has been received. Extend the number of rows as needed. Experts include 1) all ESA BIC personnel, 2) all ESA BIC support partners and 3) contacts established through the ESA BIC, 4) support received from ESA]

Expert hours used so far:

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Type of support and Person, if applicable** | **No. of hours** | **Outcome** |
|  |  |  |  |

[If no expert hours have been used, please explain why.]

Expert hours needed from MTR until FR:

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Type of support and Person, if applicable** | **No. of hours** | **Subject matter** |
|  |  |  |  |

[If no expert hours are deemed needed, please explain why.]

# OVERVIEW OF MAJOR CHALLENGES/CONCERNS

[Describe briefly remaining challenges and how these will be tackled.]

|  |  |  |
| --- | --- | --- |
| **IRL key dimension** | **Challenge/concern** | **Corrective measures** |
| Customers |  |  |
| Team |  |  |
| Business |  |  |
| IPR |  |  |
| Funding |  |  |
| Technology |  |  |

# OTHER NEWS/UPDATES

* Marketing (e.g. events, competitions, awards/prizes, media exposure/visibility)
* [Other?]

# CONTRACT CHANGE REQUEST

[Contract Change Request, ref. Article 14, Incubation Contract, if any.]

# ANNEXES

Please attach to this report:

* Cost report (ask your ESA BIC for a template to use)
* Copies of all invoices and proof of payment collected from Third-Party providers (check with your ESA BIC about detailed requirements)
* Other, e.g. supporting documentation of achieved tasks.