

ENGAGING ENTREPRENEURIAL ECOSYSTEMS FOR THE YOUTH

Implementation Strategy for Mentoring Programme

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1 Objective

This Implementation Strategy for the Mentoring Programme is intended for any organisation interested in receiving assistance in starting and maintaining an effective formal mentoring program for students preparing to start a company. The Strategy outlines the key steps in implementing a successful mentoring program, with each step providing corresponding tips, tools, techniques, and advice in a practical, how-to-do-it manner.

2 General information about the Mentoring programme

Mentoring is a special partnership between two or more people based on commitment to the mentoring process, common goals and expectations, focus, mutual trust and respect. Mentoring can also encompass activities that allow for the transfer of knowledge and skills from mentor to mentee. Both the mentor and the mentee give and grow in the mentoring process. The mentee can learn valuable knowledge from the mentor's expertise, and past mistakes and competencies can be strengthened in specific areas. Mentees will have the opportunity to establish valuable connections with higher-level experts. The success of mentoring will depend on clearly defined roles and expectations in addition to the participant's awareness of the benefits of participating in the mentoring program.

The Ecosys4you Mentoring Programme is organised by the project partnership (www.ecosys4you.eu) to establish connections between the Entrepreneurial Ecosystems in the Ruhr, Varna and Slovenia. Ecosys4you has received funding from the European Union's Horizon Europe research and innovation programme under Grant Agreement No. 101100432.

It runs for 6 months, supporting representatives of early-stage companies and young students with a business idea. It seeks out and assists them in growing and developing their businesses with a tailored, focused approach that specifically considers the concrete challenges that young entrepreneurs generally face and the barriers that can limit their entrepreneurial activity due to other discriminating factors.

The Ecosys4you Mentoring Programme contains 1:1 mentoring, business consulting and networking opportunities.

3 Methodological steps for implementation of the Mentoring Programme

The implementation process of the Ecosys4you Mentoring Programme is divided into different sequential steps. They are designed to allow every interested organisation to apply the program within its own business support activities.

Step 1 Set up a management and coordination team

The successful implementation of the Mentoring Programme relies heavily on the management and coordination team involved. Including experts with a proven track record of supporting young students and entrepreneurs is crucial. Additionally, the team must demonstrate proficiency in organising

successful events and workshops, highlighting their ability to execute impactful initiatives. Adherence to the programme timeline and a commitment to organising mentoring activities within the specified timeframe are essential. Finally, the team should possess a wide network of business connections or the ability to engage valuable experts.

Table 1 below lists some of the key requirements for the team responsible for implementing the Mentoring Programme, and Table 2 shows an example with the Ecosys4you team.

Table 1. Requirements for implementing the Mentoring Programme

Requirement	Description
1. Experience in training and supporting young students and entrepreneurs	<i>Demonstrated proficiency in training and providing support to young students and entrepreneurs, showcasing a comprehensive understanding of their unique challenges and opportunities.</i>
2. Experience and ability to successfully organise and execute innovative events in the field of entrepreneurship.	<i>Proven track record of planning, organising, and executing events in the field of entrepreneurship and organising highly innovative events, showing a deep understanding of industry trends and audience engagement.</i>
3. Being part of the local startup and/or young entrepreneurship ecosystem and having a well-established network of their organisations supporting startups and/or entrepreneurs in the respective country.	<i>Deeply ingrained within the local ecosystem with a robust network of organisations showcasing active collaboration and support for young students and entrepreneurs.</i>
4. Excellent management and coordination skills, ability to meet deadlines, committed to achieving the goals of the programme	

Table 2. Ecosys4you Mentoring Programme Team example

Roles	Responsibilities	Skill set
Mentoring Programme Manager	Manage team; Manages the process of recruitment; Manages the development of the action plan; Manages implementation and evaluation of the programme.	Project management Time management Communication
Mentoring Programme Coordinator	Development of the programme materials and implementation action plan; Communicate the purpose and need for the program to the organisation's stakeholders, potential mentees and mentors; Coordinate processes of recruitment, implementation and organisation of events	Project coordination Communication Facilitation Planning
Communication expert	Development of the communication materials and branding of the programme; Ensuring dissemination activities via communication channels; Organization of the programme events	Design Communication Engagement Relationships Building
Mentoring Pro-	Provide support to guide and direct efforts of mentors and mentees to ensure successful programme imple-	Knowledge

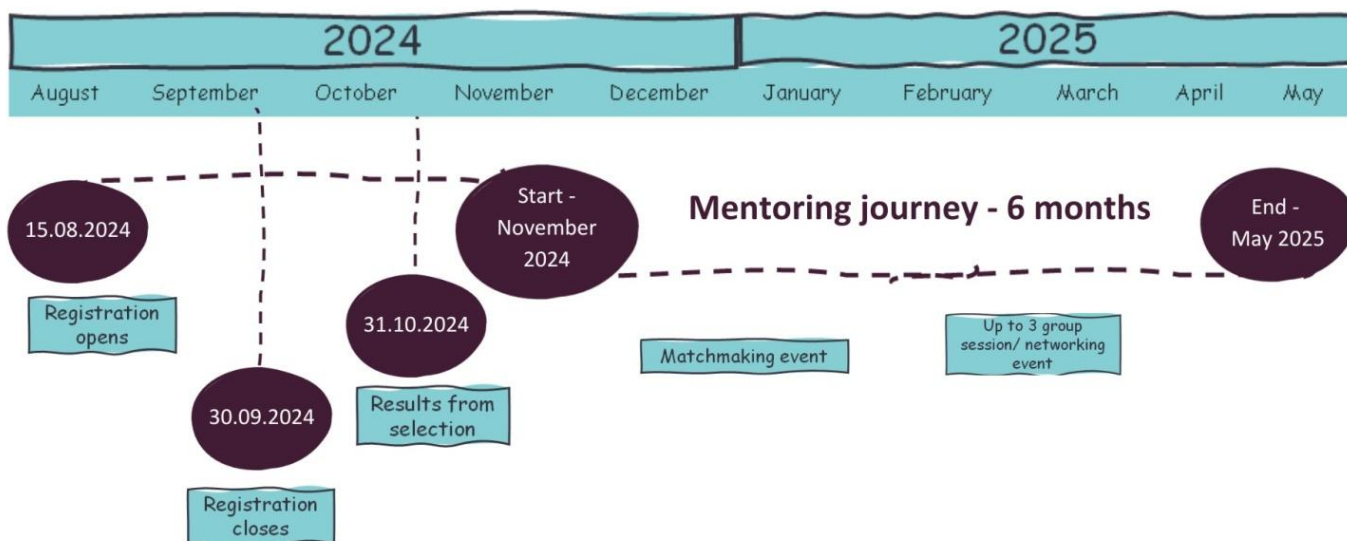
gramme Expert	mentation; Facilitate planning and managing participant's assessments, tracking and scheduling activities, and documentation of reporting requirements; Provide interactive and challenging sessions that entail involvement; Review and make thorough and consistent evaluations of the participants' progress.	Communication Relationships Building Support Event organisation
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Step 2 Create a programme implementation action plan

The implementation Action Plan must determine the critical activities necessary for program implementation. Under Step 2, clear guidelines should be provided to ensure all participants are on the same page. 2. Topics to consider include:

- Timeline of the mentoring programme for mentors and mentees: Formal pairing needs time for the relationship to develop. While mentoring relationships can be effective over several years, the Ecosys4you Mentoring Programme limits them to 6 months.
- Time Commitments: How often will mentors and mentees meet? Will there be a fixed duration for each meeting? The Ecosys4you Mentoring Programme anticipates that mentors and mentees will meet for up to 6 hours in total. The number of meetings and the level of flexibility should be clearly indicated in the Implementation Action Plan.
- Communication Frequency: Establishing the frequency of communication prevents potential misunderstandings and ensures continuity.
- Confidentiality: Trust is vital. Both parties should be confident that their discussions will remain confidential.
- Type of mentoring: Options include one-on-one or group mentoring, where one or more mentors oversee a group of mentees. The Ecosys4You Mentoring Programme supports both types of mentoring.

Figure 1. Ecosys4you Mentoring Programme: Timeline for Mentees example



Step 3 Develop programme documents and resources

To properly manage your program, you have to create, at a minimum, the following documents:

- Application form for mentors
- Application form for mentees
- Evaluation sheets for mentors and mentees
- Mentoring Contract
- Consent Form for mentees
- Evaluation feedback from mentors
- Evaluation feedback from mentees

Every participant in the programme, whether mentor or mentee, must apply to attend via an Application Form. Samples of the Application Forms for mentors and mentees are provided in Annex 1 and Annex 2. Evaluation sheets for mentors and mentees, provided during training and mentorship, will ensure the capture of relevant progress and business information from each participant.

The mentoring service from mentor to mentee is not free of charge; all mentors must be compensated for their dedicated time. Therefore, Mentoring Contracts (Annex 4) must be established between the organisation implementing the programme and the mentors involved. The mentoring program must create a safe environment where mentees and mentors can freely share information about one another. To help build trust, clear boundaries must be established regarding how shared information should be treated.

Official entry into the Mentoring Programme for mentees occurs once a completed and signed Consent Form is submitted. This form should include an agreement to participate in the activities, a declaration of commitment to attend programme events, consent to use the participant's image for dissemination purposes, and a GDPR section (an example is provided in Annex 3).

At the end of the programme mentees and mentors has to be asked to evaluate the program. Their input will help make necessary adjustments to ensure the program remains effective (Annex 5, Annex 6 and Annex 7 provide examples for evaluation and feedback forms).

Step 4 Establish communication and dissemination plan

Every organisation may already have effective communication methods in place. Assess them to determine how they can best help for implementing the mentoring programme. Then, determine how to promote and advertise the program and provide information and updates to stakeholders. For this purpose it is necessary to decide if communications in person, print, web, or email, or any combination of them is best for implementing organisation.

Having in mind that the target group is young people between 18-35 years-old, for recruitment campaign is suggested using combination of social media channels, web page and universities offices.

The communications strategy should allow you to do the following:

- Promote and advertise the mentoring program
- Provide information and updates to the participants
- Report on the progress/success of the programme

Step 5 Scouting for mentors and mentees

The success of the mentoring programme depends on recruited mentors and mentees. Therefore, during this step have to be implemented various tasks for proper selection and evaluation of participants.

The mentor will provide the "light" for the mentee to follow. Learning from the wisdom and past experiences of the mentor will serve the mentee well and produce great benefits.

Ideally, the mentee should be:

- Open minded
- Ability to listen
- Willingness to change
- Open for feedback
- Having the capacity to see outside from his/her business
- Thinking out of the boxes
- Problem solver

And the mentor should have skills and behaviour such as:

- Empathy
- Knowledge
- Time
- Great listener
- Sharp thinking
- Patience
- Dedicated
- See the core of the problem

Recruitment process of the mentees and mentors will be organised by launching of a public calls. The calls have to remain opened at least 30 days.

Besides, launching of the open call, the recruitment process of the mentors could be organised by invitation to experts we already know from organiser's past and current initiatives, incl. experts and trainers from its networks of members, partners, clients, teachers from schools, VET centres, and universities as well as practitioners from the businesses, mentors from other EU countries, working on Erasmus+ project with similar topics to this project, and/ or by contacting experts recommended by mentors who could fit in the mentoring programme.

Clear eligibility criteria and a list of the characteristics of the young people the programme is looking to support will help ensure the programme is recruiting mentees whose needs best match the services being offering.

Developing a mentee and mentors role description and benefits from participation in the programme may also help to formulate a more accurate picture of the young people it is looking to support and therefore where it will source them from.

Table 3. Examples of benefits and responsibilities of the mentees and mentors:

Benefits	Responsibilities
Mentees:	
<ul style="list-style-type: none"> • Increased self-confidence; • Stop time and reflection • A sounding board to discuss ideas and approaches before action is taken • Development of strong communication skills; • Growing personal network within the business; • Exposure to new and different perspectives • Guidance from someone experienced • Being supported by somebody • An opportunity to think about things in a different way • Better decisions • Increased chance of promotion 	<ul style="list-style-type: none"> • Regularly meet your mentor – in person/ online/ by phone; • Be proactive about contacting your mentor and scheduling meetings; • Commit to self- development; • Assume responsibility for acquiring or improving skills and knowledge; • Discuss individual development planning with the mentor/s; • Be open and honest on goals, expectations, challenges, and concerns so others can help you; • Prepare for meetings and come with an agenda • Actively listen and ask questions • Seek advice, opinion, feedback, and direction from the mentor/s; • Be receptive to constructive criticism/feedback and ask for it; • Respect the mentor's time and resources; • Stay accessible, committed, and engaged during the length of the program; • Comfortably give feedback to the mentor on what is working or not working in the mentoring relationship; • Let the Mentoring Program responsible PP to know as soon as possible if you are having a problem connecting with your mentor.
Mentors:	
<ul style="list-style-type: none"> • Growing a personal network; • Evolve as a business person • Increased chance of promotion, including international promotion; • Strengthening international relations • Leadership skills development; • Development of strong communication skills; • Increased job satisfaction; • Personal satisfaction for supporting another person; • Exposure to new and different perspectives; • Establishment of new partnership and new projects; • Learn from experience; • Challenge and stimulation; • Payment for work done. 	<ul style="list-style-type: none"> • Meet with your mentee and/or engage in mentoring activities – in person/ online/ by phone; • Willingly share your experience and professional success in the organisation; • Explain how the organisation is structured; • Look for experiences that will stretch the mentee; • Stay accessible, committed, and engaged during the length of the program; • Provide open and candid feedback • Offer encouragement through genuine positive reinforcement • Be a positive role model • Share "lessons learned" from their own experiences; • Let the Mentoring Program responsible PP to know as soon as possible if you are having a problem connecting with your mentee.

When designing recruitment materials, it is essential to ensure that recruitment messages align with the motivations of potential mentors. Highlighting the opportunity to include extracurricular activities on a CV as a demonstration of skills development may also be appealing. Information packs should be tailored to specific groups of mentors and mentees.

If applicants require additional information or clarification, they should be directed to a designated contact person. Questions related to the call should be addressed before the application submission deadline.

All received application forms will be checked for administrative eligibility—whether the form was submitted within the set deadline and whether it includes the minimum required information. If any information is missing, the manager of the mentoring programme will request it. If the missing information is not provided within the deadlines set in the request, the application will be deemed ineligible.

The eligibility check should be completed within 15 days of the application submission deadline. The final evaluation must be concluded within 30 days of the submission deadline, and the results should be communicated to all participants thereafter.

Table 4. Example for a timeline for recruiting mentees

Application is open	31.08.2024
Application is closed	30.09.2024
Q&A	27.09.2024
Evaluation	01.10.2024 – 31.10.2024
Communication with selected participants	05.11.2024

Step 6 Organisation of Matchmaking event

After the selection of mentees and mentors, a Matchmaking event should be organised to create mentoring pairs. The matchmaking event will have up to 1 day duration. During the event, the mentees will present their business ideas. On the other side, mentors will present themselves and their field of expertise. Speed dating 1 to 1 -2 should be organised to make a better matching among mentees and mentors. Social activities should be organised for attendance on-site to create better linkages between mentors and mentees.

The design and organisation of the Matchmaking event includes:

- creation of a final agenda, including 7 min. presentation of each mentee and her/his business idea and presentation of each mentor,
- at least 1 interactive matchmaking exercise (speed dating format) to create mentoring pairs,
- sharing an online survey on the self-assessed needs of mentees and potential areas of mentoring for mentors before the event,
- provision of information pack about the Mentoring programme,
- management of attendance and registrations,

- in case of face-to-face event –all necessary arrangements should be provided in advance (contact of a venue, catering, audio-visual materials, facilitators and speakers).

While it is very important to match a mentee with a mentor based on needs and strengths, it should be ensured that mentees are matched with mentors who are easily accessible and available. A major part of the mentoring is frequent informal opportunities to chat, so put mentors and mentees together in situations in which informal time is available. Suppose mentees have limited access to their mentors. In that case, they may find it easier to seek the advice and informal mentoring of people nearest to them, and those people may not possess the mentor traits appropriate for the program purpose and goals.

An optional criterion is the age, the level of experience, or both. Some people will prefer being mentored by someone who is older than they are. Others will be more concerned about what a potential mentor can provide them, regardless of any age difference. Take this into consideration, and speak with any mentee about their position on the subject.

Also, matching mentees with mentors who have identical personality types, work styles, or philosophical views can sometimes hinder achieving the goals of the program as it can minimise the learning opportunity, which is the whole point of the mentoring relationship. To learn from someone else, it's often best if they see things differently than we do. Otherwise, the mentee and mentor may have a relationship with no discoveries, no challenges, and little growth.

Step 7 Implementation of the programme

The mentoring programme is a partnership between a mentor and a mentee for the purpose of growing mentee's skills, relationships and business startup or development. The programme primarily focuses on obtaining skills and business set up and/ or development. The mentoring programme will start after the Matchmaking event.

The duration of the Ecosys4you Mentoring Programme is 6 months.

During this step, it is necessary to:

- Conduct an orientation session.
- Conduct planned activities.
- Evaluate each step of the implementation.
- Conduct the final evaluation and take action as necessary prior to launching the next program cycle.

Once the mentees and mentors have been recruited and matched, the kick-off program will begin with an **orientation session**. During the orientation session, policies and procedures should be outlined and clarified.

The activities of the mentoring programme include:

- **Regular mentoring meetings:**

Who: Mentor/Mentee pair

When: Monthly

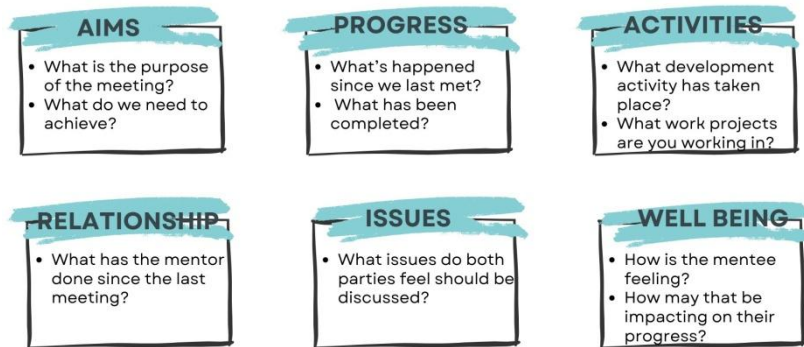
What: Mentees and mentors will work on mentoring related activities and discuss resources and ideas to address the mentee's development, set goals, and assigned coursework.

In order to be ensured efficient regular mentoring meetings, has to be observed the following points:

1. The mentor should listen more than talk;

2. Both parties need to keep on track and stick to time.
3. Any conflict should be aired and dealt with.
4. Each person should keep notes for development purposes.
5. Pre arrange meetings and avoid last minute cancellations.
6. Respect confidentiality.

Figure 2. Example for managing a regular mentoring meeting



- **Information Seminars (Required Activity for Mentees)/ webinars/ group sessions**

Who: Mentors/ trainers/ staff members could organise joint information seminars with mentees on specific common topic under request from mentees

When: up to 3 sessions during the edition of the mentoring programme

What: Mentees will participate

Matching mentees with mentors is not an exact science. And despite the best efforts of the organising party, mismatches can occur, albeit infrequently. They are something you need to be prepared for.

Conduct an evaluation on monthly basis on collaboration between every mentee and mentor. Template of Evaluation sheets for mentor and mentee is given in Annex 5. In case problem is indicated, it is necessary to be communicated with both sides (mentor and mentee) for searching of a solution. Failing to find such means that new match is needed.

Step 8 Evaluation of the programme

At the end of the programme a feedback from the mentors and mentees has to be gathered. Templates of evaluation forms are provided in Annexes.

4 Annexes

Annex 1 Application form for mentors – template



Application Form for Mentors: Mentoring programme

The Mentoring Programme is organised by the Ecosys4you project partnership (www.ecosys4you.eu) to establish connections between the Entrepreneurial Ecosystems in the Ruhr, in Varna and in Slovenia. Ecosys4you has received funding from the European Union's Horizon Europe research and innovation programme under Grant Agreement No. 101100432.

* Required

1. Name and last name *

2. Country of residence *

- Bulgaria
- Slovenia
- Ruhr, Germany
- Other

3. E-mail *

Please enter an email

4. Phone number

The value must be a number

5. Please describe your expertise in the field of entrepreneurship and business skills, focus on sectoral background *

Please enter at most 1000 characters

6. Please, indicate your current primary functional role: *

- CEO
- (co-) founder
- mentor
- trainer
- consultant
- expert
- coach
- other

7. Please provide link to professional CV/ link to LinkedIn profile *
(or send a CV to e-mail office@rapiv.org)

Please enter a URL

8. Please provide a List of projects in which you were involved as a mentor: *

Please enter at most 1000 characters

9. Please provide a List of start-ups which you have mentored *

Please enter at most 700 characters

10. I am informed that the personal data provided by me in this form will be processed for the purposes of reporting the implementation of the activities of the Ecosys4you project. The administrator of the personal data provided by me is Regional Agency for Entrepreneurship and Innovations - Varna (RAPIV), Bulgaria, 9000, 6 Prof. Asen Zlatarov str. office 3. The personal data provided by me is collected and stored by RAPIV; The storage period is until the final completion of audits, objections or lawsuits regarding the implementation of the project in which I am participating; RAPIV is a data processor; I have the right to request from RAPIV access to my personal data, as well as the correction of inaccurate personal data; I have the right to object to the processing of my personal data by RAPIV in cases of illegal use and processing; My data is subject to verification by auditing and supervisory authorities; I have the right to appeal to the supervisory authority - the Commission for the Protection of Personal Data and the relevant court; I have the right to request from RAPIV the deletion (to be "forgotten") of my personal data after the expiration of their storage period. *

Yes

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 Microsoft Forms

Annex 2 Application form for mentees - template



Application Form: Mentoring programme for Mentees

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* Required

1. Name and last name *

2. Country of residence *

- Bulgaria
- Slovenia
- Ruhr, Germany
- Other

3. E-mail *

Please enter an email

4. Phone number

The value must be a number

5. Please indicate your age *

Number must be between 18 ~ 35

6. Are you applying as an individual or as a team working on joint idea? *

- Individual
- Team

7. In case, applying as a team, please indicate the name and last name, country of residence, and age of other applicants from the team. *

8. Please indicate your entrepreneurship status: *

- I have a business idea
- I am (co-) founder of a starting company

9. Please indicate the sector of your business/ business idea: *

- Manufacturing and Production
- Consumer Goods
- Textile and Fashion
- Energy
- Food and Agriculture
- Technology, electronics, IT
- Construction and real estate
- Transport
- Healthcare
- Waste and water management
- Retail and e-commerce
- Other

10. Please describe your business idea and the stage of development *

Please enter at most 700 characters

11. Please describe what makes your product/ service special *

Please enter at most 1000 characters

12. Please provide a link to video or presentation of the product/ service (optional)

Please enter a URL

13. Please provide link to professional CV/ link to LinkedIn profile (or send a CV to e-mail office@rapiv.org) *

Please enter a URL

14. Please describe your expertise in the field of the business idea: *

Please enter at most 1000 characters

15. What are your expectations from participation in the mentoring programme? *

Please enter at most 700 characters

16. Please indicate any preferences that you have with regard to the mentor (e.g. field of expertise, sector, etc) *

17. What kind of support is needed within the mentoring programme? *

Please enter at most 700 characters

18. Please indicate if you are experienced in other programmes of Ecosys4you: *

- Training
- Internship
- Challenges
- No experience in other Ecosys4you programmes

19. I am informed that the personal data provided by me in this form will be processed for the purposes of reporting the implementation of the activities of the Ecosys4you project. The administrator of the personal data provided by me is Regional Agency for Entrepreneurship and Innovations - Varna (RAPIV), Bulgaria, 9000, 6 Prof. Asen Zlatarov str. office 3. The personal data provided by me is collected and stored by RAPIV; The storage period is until the final completion of audits, objections or lawsuits regarding the implementation of the project in which I am participating; RAPIV is a data processor; I have the right to request from RAPIV access to my personal data, as well as the correction of inaccurate personal data; I have the right to object to the processing of my personal data by RAPIV in cases of illegal use and processing; My data is subject to verification by auditing and supervisory authorities; I have the right to appeal to the supervisory authority - the Commission for the Protection of Personal Data and the relevant court; I have the right to request from RAPIV the deletion (to be "forgotten") of my personal data after the expiration of their storage period. *

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 Microsoft Forms

Annex 3 Consent Form for mentees - template

PARTICIPANT CONSENT FORM

By signing this consent form (referred to as "Consent") and submitting the Personal Data Form (referred to as "Personal Data Form") attached to this Consent, you, "Participant", fully accept the following terms and conditions:

- 1. The Participant will take part in the following Activity: Ecosys4you Mentoring Programme (the "Activity").
- 2. No contract of employment or subcontract for work is to be concluded between the Participant and RAPIV, providing financial support to the Participant.
- 3. Participant agrees to attend all events and meetings under the Activity, which includes but is not limited to:
 - a. take part in the Matchmaking event and orientation session
 - b. take part in group sessions/ networking events
 - c. actively participate in the mentoring process,
 - d. regularly meet the paired mentor
 - e. provide evaluation feedback – monthly and final
- 4. The Participant's image will be used to report and promote the Activity.

The Participant

First name:

Surname:

Signature:.....

Date dd/mm/yy

GDPR information clause

- 1. Providing your personal data is voluntary; however, in the event of failure to do so, you will not be able to take part in the Activity.
- 2. Your data indicated in the Personal Data Form will be processed by the Controller pursuant to art. 6 sec. 1 (b) of the general regulation on the protection of personal data of April 27, 2016 ("GDPR") in connection with the implementation of the contract for participation in the Activity, which includes: providing full service, including solving technical and organisational problems, contacting you in connection with registration to the Activity, defence against possible claims, statistical purposes, as well as for the purpose of reporting the Activity under the European Union's Horizon Europe Framework Program, including documenting and disseminating the Activity, and therefore, for this purpose, the image of participants of the Activity may be processed and disseminated, where appropriate
- 3. Your personal data may be shared with:
 - a) other participants of the Activity to conduct the Activity,

- b) other entities, persons or bodies that will process personal data as their independent controller - to the extent and on the terms set out in the law and the European Union's Horizon Europe Framework Program as well as co-organisers of the Activity,
 - c) persons authorised by the Controller, his employees and associates who must have access to data to perform their duties,
 - d) processors to whom we entrust this task, e.g. those operating ICT systems, our advisors, related entities to the extent that they carry out data processing processes on our behalf, and entities providing photo/video services.
5. Your personal data will be stored for 5 years due to the European Union's Horizon Europe Framework Program.
6. The Controller does not intend to transfer your contact data to a third country or international organisation unless special tools are needed to meet the criteria of the GDPR.
7. Your personal data is not the subject of automated decision-making, including profiling.
8. You have the right to lodge a complaint when you consider that the processing of your personal data violates the provisions of the GDPR to the President of the Office for Data Protection (or the supervisory authority dealing with the protection of personal data in another country, in particular in the Member State of your habitual residence, place of work or place committing the alleged infringement).

The list of competent authorities for the Member States can be found here: <https://www.dlapiperdataprotection.com/index.html?t=authority&c=PL&c2=>).

Annex 4 Mentoring Contract - template

MENTORING CONTRACT
("the Contract")

Concluded on dd.mm.yyyy in by and between:
.....(name of the organization)..... with its registered office in/address/..... ,
registered in under the number, VAT number,
represented by:
(hereinafter referred to as "Organizer")

and

...../name of the mentor/having permanent address in, holding ID
card no....., IDN
(hereinafter referred to as the "Mentor"),
Hereinafter referred to collectively as "the Parties"

WHEREAS:

- A. The Programme includes personalised mentoring to participants of the Programme (the "Mentoring") provided by the Mentor;
- B. The aim of the Parties is to keep confidential information obtained by the Mentor in connection with the provision of Mentoring,

The Parties agree as follows:

I. Subject matter of the Contract

1. The Parties agreed that within the duration of the Contract will be provided mentoring, consulting and training service to a third for this Contract party.
2. The technical and financial parameters of the contract are defined in Appendix 1 to this contract.
3. Due to providing of the Mentoring, that covers online and/or offline consultations, feedback and review of business idea and model as well as participation in group sessions and networking events, including advice on how to pitch business idea, produce, sell or distribute a product, the Mentor undertakes to maintain the confidentiality of information clearly identified by participant of the Programme as confidential.
4. The Parties agree that confidential information may mean any information or material which has or may have commercial or other use. Confidential information may also mean information, the unauthorised disclosure of which may adversely affect the interests of the participant of the Programme, and such information has not been specified by the participant of the Programme as information suitable for dissemination.
5. Confidential information will not be constituted by information publicly available at the time of disclosure.
6. The Mentor undertakes not to disclose to third parties in any way any confidential information obtained from the participant of the Programme within 5 years after the Programme completion.

7. The Mentor may use confidential information only for the purpose of proper implementation of cooperation undertaken on the basis of the Contract.
8. The Mentor shall not use any solution presented during the Programme (or its part) in its own economic activities (including advising to other entities).
9. The Mentor shall not disclose or make use of, apart of the execution of the Contract, any information constituting a business value, obtained in connection with the implementation of the Contract.
10. The Mentor is obliged to inform the Organizer immediately if he/she sees any basis for a conflict of interest with any participant of the Programme.

II. Duration of the Contract:

1. The term of execution of the Contract is from to

III. Payments

1. The remuneration that the Expert receives from the Organizer is determined depending on the volume of work performed, as indicated in Appendix 1.
2. The total amount of remuneration is gross and is set at a maximum amount of up to (.....) EUR, excl. VAT.
The remuneration is paid no later than 10 days after submission of reports on work performed and acceptance - transfer protocol according to the model and documents proving the work performed, but no later than
3. The remuneration will be paid by bank transfer, to the bank account indicated by the Expert:
Name of the Bank:
Address of the Bank:
IBAN:
SWIFT code:
Name and address of the owner:

III. Obligations of the Parties

1. The Organizer is obliged to provide the necessary conditions for carrying out the work according to the clauses of this contract.
2. The Mentor is obliged to perform work according to the clauses of this contract and in full compliance with the legal regulations.

IV. Contact details

1. The Parties undertake to inform each other about changes in contact, contact and address data, and other significant changes that may affect the proper performance of the Contract.
2. Communication between the Parties shall take place by email or telephone, in the case of documentation - by post or courier upon acknowledgement of receipt.
3. The contact details shall be as follows:

For the Organizer:

name, e-mail:, cell. phone: +

For the Mentor:

name, e-mail:; cell. phone: +.....

IV. Final provisions

1. The Contract shall not be considered modified, altered, changed or amended in any respect unless in writing by an authorised representatives of both Parties hereto.
2. The provisions of the law regulations relevant at the Organizer's registered seat shall apply to the Contract. Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity or termination, shall be settled finally and binding under exclusion of the ordinary jurisdiction by the court operating at the Organizer's registered seat. The language to be used in the proceeding shall be the court's official language.

After reading and interpreting this Contract, the Parties hereby sign this Contract as it is fully in accordance with their contractual intent.

Signed on behalf of the Organizer:

Name:

Signature:

Signed by the Mentor:

Name:

Signature (and stamp, if applicable):

and feedback regarding your business idea?				
Guiding you with helpful suggestions for development of the business idea				
Encouraging you to step outside your comfort zone into new arenas				
Providing emotional support for professional issues				

8. Please evaluate your mentee's attendance with you in the following areas (only for mentors):

	N/A	Not at all	From time-to time/ partly	Yes
Did your mentee come prepared for the meeting with implemented tasks from the previous one?				
Did your mentee accept suggestions and feedback regarding her/his business idea?				
Did your mentee stay accessible, committed, and engaged during the meetings?				
Is the mentee progressing in development of the business idea/ establishment of a business?				
Does your mentee have a clear understanding about the problems faced?				
Needing emotional support for professional issues				

8. Please describe your experience in this mentoring relationship.

9. In your meetings with your mentors/ mentee, what do you do and what do you talk about?

10. How useful were these meetings for the mentee?

11. Do you have any suggestions for improving your mentoring relationship?

12. Any additional comments:

Annex 6 Evaluation feedback from mentors

Mentee Evaluation Form

(Completed by the Mentor)

Please provide information and insight regarding the mentoring program you have participated in by indicating a rating value for the following questions related to the year's activities and the nature of the mentoring process.

Mentee's Name:

Mentor's Name:

Questions	Strongly Disagree	Disagree	Agree	Strongly Agree
My mentee was accessible and available				
My mentee communicated regularly with me.				
My mentee was motivated to start/ develop own business and worked to overcome all challenges				
My mentee contacted me regularly if there was a need to improve course work performance.				
My mentee demonstrated a reasonable interest/concern towards me in my quest to offer assistance.				
My mentee learned a lot from our meetings				
I recommend my mentee for future programmes, trainings or competitions				
Overall, my mentee participated in most mentoring activities.				
I anticipate an extended future relationship with my mentee				

- a. What did you gain from your involvement in the program?

- b. What activities/ goals did you assist to your mentee with?

- c. How often did you meet with your mentee?

- d. What (if anything) are you doing differently as a result of your mentoring experience?

- e. How could the program be improved?

Annex 7 Evaluation feedback from mentees

Mentor Evaluation Form

(Completed by the Mentee)

Please provide information and insight regarding the mentoring program you have participated in by indicating a rating value for the following questions related to the year's activities and the nature of the mentoring process.

Mentee's Name:

Mentor's Name:

Questions	Strongly Disagree	Disagree	Agree	Strongly Agree
My mentor was accessible and available				
My mentor communicated regularly with me.				
My mentor was able to lead me to the correct resources to resolve a particular matter.				
My mentor demonstrated a reasonable interest/concern towards me.				
Overall, my mentor was an asset and a benefit to me.				
I feel more certain for starting and developing a business as a result of having a mentor.				

Qualitative Questions:

f. What did you gain from your involvement in the program?

g. What activities/ goals did your mentor assist you with?

h. How often did you meet with your mentor?

i. What (if anything) are you doing differently as a result of your mentoring experience?

j. How could the program be improved?

5 References

Dagli, K. (2023): How to Structure a Mentorship Program: A Complete Guide + Expert tips, Together

Farrad, T.: Mentoring the Toolkit, EIT Food

Plamondon, P (2023): Administration Guide for Mentorship Programs, Global Learning and Development

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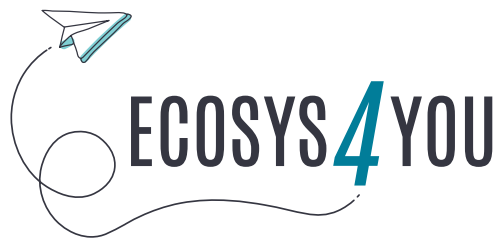
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Ecosys4you – Engaging Entrepreneurial Ecosystems for the Youth (2023-2026) strives to bridge the entrepreneurial ecosystems of the Ruhr in Germany, Varna in Bulgaria, and Slovenia by connecting young founders, startups, HEIs and other ecosystem actors.

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