



ENGAGING ENTREPRENEURIAL ECOSYSTEMS FOR THE YOUTH

Mentoring Programme: detailed programme description

Deliverable No.	D3.2
Due date	30.11.2024
Type	Report
Dissemination level	Public (PU)
Status	final
Lead beneficiary	RAPIV
Authors	Mariya Zlateva (RAPIV)



Funded by
the European Union

This project has received funding from the European Union’s Horizon Europe research and innovation programme under Grant Agreement No. 101100432. Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or EISMEA. Neither the European Union nor the granting authority can be held responsible for them.

About this report

This report is prepared by the Regional Agency for Entrepreneurship and Innovations – Varna as part of the working package 3 "Mentoring", Task 3.2 Design and development of the mentoring programme.

Suggested citation:

Zlateva, M. (2024): Mentoring programme – detailed programme. Deliverable Nr 3.2. of the project Ecosys4you – Engaging Entrepreneurial Ecosystems for the Youth, funded by the European Union's Horizon Europe Research and Innovation Programme. Regional Agency for Entrepreneurship and Innovations – Varna (RAPIV).

Content

1	Objective.....	1
2	General information about the Mentoring programme	1
3	Benefits of the Mentoring Programme.....	1
4	Methodological steps to design the Mentoring Programme.....	2
Step 1	Set clear steps and objectives	2
Step 2	Decide the type of mentoring	3
Step 3	Create a programme action plan for implementation.....	3
Step 4	Establish a communication and dissemination plan.....	4
Step 5	Scout for mentors and mentees.....	5
Step 6	Match mentees and mentors	6
Step 7	Provide information session	7
Step 8	Evaluation of the programme	8
5	References.....	8
6	Annexes	9
Annex 1	Application form for mentors – template	9
Annex 2	Application form for mentees - template.....	11
Annex 3	Consent Form for mentees - template	14
Annex 4	Mentoring Contract - template	16
Annex 5	Evaluation feedback from mentors	19
Annex 6	Evaluation feedback from mentees.....	20

1 Objective

This 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 report outlines the key steps in designing a mentoring programme.

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 considers explicitly 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 Benefits of the Mentoring Programme

A mentorship journey is more than just a developmental exercise. It's an intricate balance of mutual growth where both mentor and mentee reap significant benefits. While the mentee garners skills and insights, the mentor often rediscovers purpose and experiences personal evolution.

We have brought down the benefits for both sides to the following points:

Benefits for mentees

- 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

Benefits for mentors

- 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.

The mentor will help light the path for the mentee to follow. Learning from the wisdom and past experience of the mentor will serve the mentee well and produce great benefits.

4 Methodological steps to design the Mentoring Programme

The design process of the Mentoring Programme is divided into different sequential steps. They allow every interested organisation to design its own program within its own business support activities using Ecosys4you experience gained.

Step 1 Set clear steps and objectives

One of the foundational pillars of a successful mentoring programme is the establishment of clear and concise goals. For mentors and mentees, understanding the direction and desired outcomes of the relationship is paramount. Without these, a mentoring programme risks being unstructured and unfocused, leading to missed opportunities and potential disappointments.

For mentors, clear goals provide a roadmap to impart their knowledge and experiences in the most effective manner. For mentees, they provide a framework to gauge their development and understand what they hope to achieve from the relationship.

Organisations should ensure that the goals set for the mentoring programme align with their broader objectives. For example, suppose a company's objective is to develop new product/ service. In that

case, the mentoring programme might focus on developing specific skills like marketing, presentation skills, customer research, searching for financing, and soft skills, e.g., self-confidence.

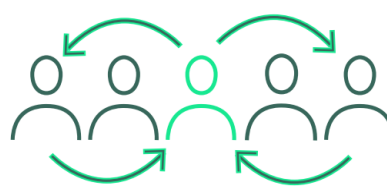
Step 2 Decide the type of mentoring

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

The relationship between mentor and mentees could be different depending on the mentees' needs:



or



Individual mentorship – one mentee partners with one or more mentors

Group mentorship – one or more mentors partner with multiple mentees

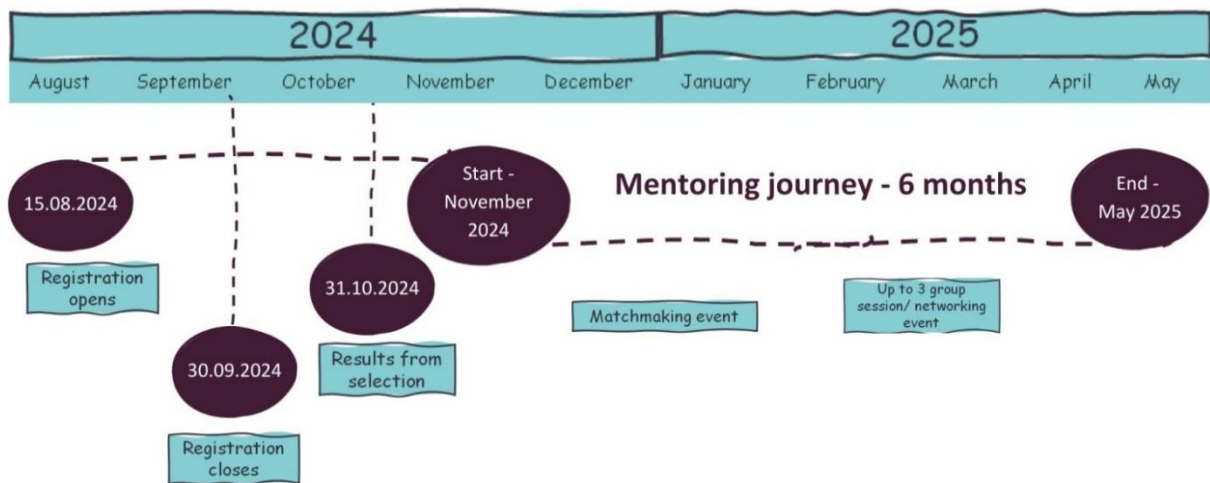
Ecosys4you Mentoring programme is based primarily on an "Individual" type of mentoring. However it is also considered group sessions under specific topics for mentees and mentors.

Step 3 Create a programme action plan for implementation

The Action Plan must determine the critical activities necessary for program implementation. 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 4 Establish a communication and dissemination plan

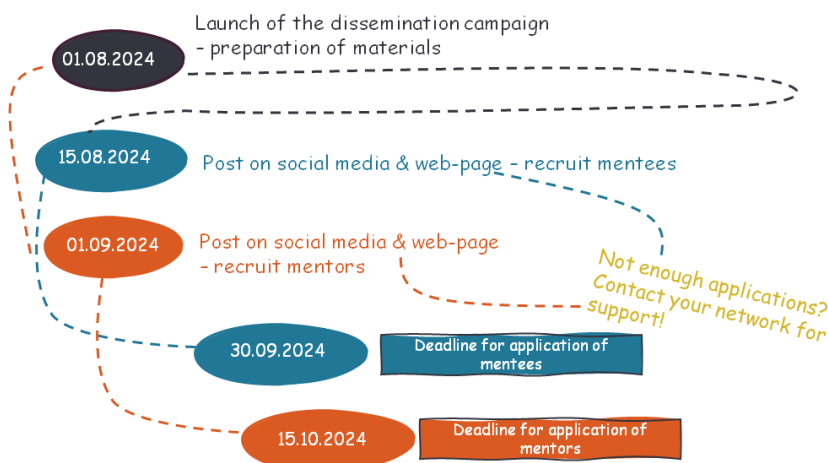
Every organisation may already have effective communication methods in place. Assess them to determine how they can best help implement the mentoring programme. Then, determine how to promote and advertise the program and provide information and updates to stakeholders. For this purpose, it is necessary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

Considering that the target group is young people between 18-35 years old, a recruitment campaign is suggested using a combination of social media channels, web page and university offices.

The communications strategy should allow you to do the following:

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

Figure 2. Ecosys4you Mentoring Programme: Timeline for communication and dissemination campaign



Step 5 Scout for mentors and mentees

The success of the mentoring programme depends on recruited mentors and mentees. Therefore, various tasks must be implemented during this step to properly select and evaluate participants.

Ideally, the mentee should be:

- **Open minded**
- **Have the ability to listen**
- **Show willingness to change**
- **Be open for feedback**
- **Have the capacity to see outside from his/her business**
- **Think out of the box**
- **Be a 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**

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

Besides launching 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 the own 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 offered. Additionally, it may be fruitful to activate the personal and organisational networks for the recruitment of mentees. For example, in the Ecosys4you project, we also asked the recruited mentors and other experts in the startup scene to recommend mentees

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

Step 6 Match mentees and mentors

After selecting mentees and mentors, a matchmaking event should be organised to form mentoring pairs. The event can take place either on-site or online. The on-site event should last up to one day and a half. It provides a benefit of networking and personal contact. If online format is applied it should be taken into account that participants cannot be engaged more than 2-3 hours. However, there is more back office work to be accomplished for the selection of candidates.

In the case of Ecosys4you, since the participants in the Mentoring Programme come from different countries, an online format is the only feasible option.

The structure and content of the matchmaking event should be defined based on the number of mentees and mentors recruited within the Mentoring programme.

For small groups (up to 6–7 mentees and 6–7 mentors) it is recommended first session of the event to include live presentations of the participant. Mentees would present their business ideas, while mentors would introduce themselves and their areas of expertise. To facilitate better matches, 1-to-1 or small-group (1-to-2) speed-dating sessions should be arranged. Social activities should also be included for on-site events to foster stronger connections between mentors and mentees, such as networking dinner.

For larger groups (10+ mentees and 10+ mentors), live presentations during the event are not recommended. Instead, mentees could record video presentations of their business ideas, and mentors could record introductions highlighting their expertise. These materials would be shared with participants ahead of time. All participants could then indicate their preferences before the matchmaking event. Consequently, the event could be shorter—lasting 1 to 1.5 hours—and focus on speed-dating sessions (1-to-1 or 1-to-2) for more efficient matching.

The design and organisation of the Matchmaking event includes:

- creating a final agenda, which will include 7 minutes presentation of each mentee and her/his business idea and a 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 – the survey will be disseminated together with provided access to the participants presentations.
- provision of an information pack about the Mentoring programme,
- management of attendance and registrations,
- in case of a face-to-face event, all necessary arrangements should be made in advance (contact of venue, catering, audio-visual materials, facilitators, and speakers).

While matching mentees with mentors based on their needs and strengths is crucial, it is equally important to ensure that mentors are accessible and available. A significant aspect of mentoring involves frequent, informal opportunities to interact. Therefore, pairing mentors and mentees in environments where informal time together is encouraged is beneficial.

If mentees have limited access to their mentors, they may be more inclined to seek advice and informal guidance from individuals nearby. However, these individuals may not possess the traits or expertise necessary to align with the program's purpose and goals.

An optional criterion for matching could include age, experience level, or both. Some mentees may prefer an older and more experienced mentor, while others may prioritise the mentor's skills and insights over age. It is important to discuss these preferences with mentees to understand their perspectives.

It's also worth noting that matching mentees with mentors who share identical personality types, work styles, or philosophical views can sometimes impede the program's objectives. Such pairings may limit learning opportunities, which are the foundation of a successful mentoring relationship. Growth often arises from exposure to new perspectives. When mentors and mentees see things differently, it fosters discovery, challenges, and meaningful personal and professional development. Conversely, a relationship lacking such diversity may lead to stagnation, with few opportunities for growth or innovation.

Step 7 Provide information session

Once mentors and mentees have been matched and connected, your mentoring program is officially underway. However, this is not the time to sit back and assume the relationships will naturally flourish. Mentoring can easily lose momentum, especially in the early stages, as it's often a new experience for both mentors and mentees and may not yet be integrated into their routines. Participants may lose focus or disengage without a clear structure, regular guidance, and inspiration—such as reminders of why they joined the program.

To ensure the program's success, providing ongoing support and maintaining consistent communication with participants is essential. Regular check-ins, feedback collection, and progress reports are key components to include when designing your mentoring program.

The kick-off program will begin with an online 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.

- **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: 2 sessions during the edition of the mentoring programme

What: Mentees will participate

Key Practices for Sustaining Engagement:

Goal Setting: At the start of the mentoring relationship, encourage mentees to outline clear, specific goals they wish to achieve with their mentors. This step establishes direction and accountability for

both parties, ensuring the relationship remains purposeful and focused.

Monitoring Progress: Mentoring relationships often take place offline, making it difficult for program managers to assess their success or track participation. Consider using mentoring software to centralise communication, goal setting, and progress tracking. These platforms make it easier for both participants and program managers to stay informed and engaged.

Building a Community: Foster a sense of community around your mentoring program by maintaining regular communication with participants. A periodic newsletter can provide valuable resources, such as tips for optimising the mentoring experience and insights on personal development. Corporate mentoring software can assist with automating and personalising these engagement efforts.

Celebrating Success: Use newsletters or dedicated events to recognise milestones and successes within the mentoring program. Highlighting achievements fosters a sense of pride and belonging, encouraging participants to stay involved and motivated.

End-of-Program Event: If your mentoring program has a defined timeline, plan an event to celebrate its conclusion. This gathering can serve as an opportunity to thank participants, share experiences, and reinforce the program's value. Rewards or tokens of appreciation can make the experience even more memorable and meaningful for mentors and mentees alike.

Engagement is key to preventing dropout. Regular communication, goal-oriented discussions, and opportunities for feedback will ensure your mentoring program remains dynamic and impactful for all involved.

Step 8 Evaluation of the programme

At the end of the programme, feedback from the mentors and mentees has to be gathered to identify what you did well, how you can improve your programme, and what mistakes to avoid. Templates of evaluation forms are provided in Annexes.

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

Plamondon, P (2023): Mentoring Playbook, Global Learning and Development

Thomsson, I.d (2022): Matchmaking events: Guidebook for hosts, Alexanderson Institute, Sweden

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

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms

Annex 2 Application form for mentees - template



Application Form: Mentoring programme for Mentees

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 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. *

Yes

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 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):

Annex 5 Evaluation feedback from mentors

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 6 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?

Imprint

Publisher and Contact

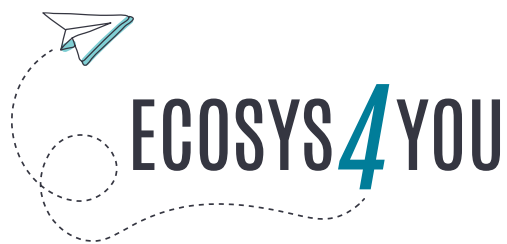
Regional Agency for Entrepreneurship and Innovations - Varna

Mariya Zlateva

6 Prof. Assen Zlatarov Str., office 3

9010 Varna, Bulgaria

www.rapiv.org/en



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

Consortium



Funded by



This project has received funding from the European Union's Horizon Europe research and innovation programme under Grant Agreement No. 101100432.