

## Bye-laws for “SharON Academy - Acceleration Program”

### § 1

#### Glossary

- 1. Acceleration Programme** - shall be understood as a support programme for the development of business projects, to be implemented by the Organiser. Acceleration Programme shall be implemented simultaneously in 5 partner States i.e. Bulgaria, Estonia, Poland, Italy and Slovakia. Partners of the SharOn projects, belonging to the project consortium, shall be responsible for the recruitment of Acceleration Programme participants and for the course of Acceleration Programme in individual above-given States, respectively.
- 2. Acceleration Programme Participant** - a person or an entity who/which fulfils the conditions set out in § 3 of these Bye-laws “Conditions for Participation in the Programme”, who/which filled out the application form and was selected by the Project Assessment Commission to participate in the Acceleration Programme.
- 3. Action Plan** - shall be understood as a plan dedicated to a given participant of the Acceleration Programme, drawn up in writing, which takes 4 months and covers workshops, training and mentoring. Action Plan is to indicate a development path to the participants of the Acceleration Programme, together with a schedule of actions.
- 4. Application form** - shall be understood as an application form, together with attachments, available at the website **www.sharonacademy.eu**, submitted by the Applicant in accordance with these Acceleration Program Bye-laws.
- 5. Enterprise** – shall be understood as an enterprise from the SME sector, in accordance with the definition contained in Attachment No. I to the REGULATION BY THE EUROPEAN COMMISSION (UE) NO 651/2014 of 17<sup>th</sup> June 2014, which recognizes some types of

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assistance as compliant with the internal market, in the application of art. 107 and 108 of the Treaty.

6. **Organiser** – shall be understood as a project consortium member which implements Acceleration programme in the State of its seat.
- a) For the Acceleration Programme being implemented in **Poland (State)**, the Organiser is **Toruńska Agencja Rozwoju Regionalnego S.A. in partnership with Uniwersytet Warszawski (Warsaw University) DELAB (name of institution)**.
  - b) For the Acceleration Programme being implemented in **Bulgaria (State)** the Organiser is **Bulgarian Industrial Association – Union of the Bulgarian Business (name of institution)**
  - c) For the Acceleration Programme being implemented in **Estonia (State)**, the Organiser is **Tartu Science Park Foundation TSP (name of institution)**.
  - d) For the Acceleration Programme being implemented in **Italy (State)**, the Organiser is **Unione Regionale Delle Camere di Commercio Industria, Artigianato e Agricoltura del Veneto (name of institution)**.
  - e) For the Acceleration Programme being implemented in **Slovakia (State)**, the Organiser is **BIC Bratislava.SPOL.S.R.O (name of institution)**
7. **Originator/Applicant** - shall be understood as a team of at least 2 persons or an enterprise who/which submitted an Application Form via the **website [www.sharonacademy.eu](http://www.sharonacademy.eu)**.
8. **Preferred business activities** - shall be understood as the most popular business activities, operating in the sharing economy model i.e.: Private & Business services, Financial Services, Travel & Accommodation, Transports & Logistics, Education.
9. **Project Assessment Commission** - shall be understood as a team appointed in a given State, composed of maximum 5 people: 2 representatives of the Organiser and 3 external experts.

**10. Project consortium** - shall be understood as all the partners of the SharOn Project together, within which the acceleration programme is implemented i.e.

- a) *Bulgarian Industrial Association – Union of the Bulgarian Business – Bulgaria,*
- b) *Tartu Science Park Foundation TSP – Estonia,*
- c) *Unione Regionale Delle Camere di Commercio Industria, Artigianato e Agricoltura del Veneto – Italy,*
- d) *Uniwersytet Warszawski DeLab – Poland,*
- e) *Toruńska Agencja Rozwoju Regionalnego S.A. – Poland*
- f) *BIC Bratislava.SPOL.S.R.O – Slovakia*

**11. Project** – an idea or solution described in the Application Form.

**12. Sharing economy** - shall be understood as business models where activities are facilitated by collaborative platforms that create an open marketplace for the temporary usage of goods or services often provided by private individuals.

It involves 3 categories of actors:

- a) service providers who share assets, resources, time and/or skills — these can be private individuals, offering services on an occasional basis ('peers') or service providers, acting in their professional capacity ('professional services providers');
- b) users of these;
- c) intermediaries that connect — via an online platform — providers with users and that facilitate transactions between them ('collaborative platforms')

**13. SharON Project** – shall be understood as “*Opportunities for European Entrepreneurs in the Sharing Economy*”, an acronym of the **SharON** Project, co-financed from the European Union’s COSME programme.

## § 2

### General provisions

1. The Acceleration Programme is handled by the Project Consortium.
2. The Project Consortium Leader is **Toruńska Agencja Rozwoju Regionalnego S.A.**
3. The purpose of the Acceleration Programme is to find the most interesting ideas/projects from the sharing economy area, their development and providing training and consultation support.
4. The period of Acceleration Programme's term is 4 months (from 29th of May to 15th of September).
5. A maximum of 24 Projects, those which received the highest score from the Project Assessment Commission in a given State shall be qualified to the Acceleration Programme.
6. The Organiser reserves the right to change the number of Projects accepted to the Acceleration Programme.
7. During the Acceleration Programme, the Organiser shall ensure the Acceleration Programme Participants:
  - 1) participation in a 3-day (as a maximum) workshops i.e. Bootcamp, indicated in the Action Plan;
  - 2) 10 hours of mentoring per each Acceleration Programme Participant (to be used during the Acceleration Programme's term)
  - 3) presentation of 5 selected Projects, during the DemoDay at the end of the Acceleration Programme, with potential participation of other Acceleration Programme Participants who did not qualify for the DemoDay and other persons invited by the Organiser.

## § 3

### Conditions for participation in the programme

1. A Project team, composed of at least 2 individuals or an enterprise from the SME sector may apply to participate in the Acceleration Programme.
2. The submitted Project must be related to the sharing economy in one of the preferred industries.

3. A Project is submitted through the application form available on the website [www.sharonacademy.eu](http://www.sharonacademy.eu)
4. In the case of an enterprise, the application form must be sent by a person authorised to represent the enterprise in accordance with the legal provisions. In the case of a project team, the application form must be sent by a member of this team.
5. Each Applicant who submits the application form shall appoint a representative and state their contact data i.e. e-mail address and phone number through which the Organiser will be able to contact the Applicant.
6. When submitting the application form, an Applicant declares that they have the exclusive right to the idea/project described in the application form, as well as the right to dispose of it and use it on their own behalf, and that the idea presented in the application form is free from any legal burdens, securities or any third party claims.
7. Joining the Acceleration Programme, the Applicant:
  - 1) accepts the provisions of these Acceleration Programme Bye-laws;
  - 2) expresses their consent to have their image used for promotional purposes of the Acceleration Programme by the Organisers;
  - 3) declares that the Project submitted to the Acceleration Programme does not breach any third parties' rights (copyrights);
  - 4) in the case of qualification to Stage 3, shall participate in all events indicated in the individual Action Plan and held within the Acceleration Programme.
8. The Organiser reserves the right to demand that the Applicant/Participant of the Acceleration Programme reimburse the costs of participation in the Acceleration Programme in the case when:
  - 1) the Applicant/Participant renounces their participation in the Programme at any stage,
  - 2) the Applicant/Participant breaches the provisions of these Bye-laws;
9. The Organiser does not guarantee finding an investor and does not ensure financial resources for the implementation of the Project submitted to the Acceleration Programme.

## § 4

### Stages and term of the Programme

1. The Acceleration Programme is composed of 5 stages:

**1) Stage I - recruitment to the Acceleration Programme (submitting the application form)**

- a) In accordance with these Bye-laws, application forms may be submitted in the period from 01.04.2019 to 31.04.2019.
- b) The Application shall be submitted in an electronic form by way of filling out and sending an application form via website [www.sharonacademy.eu](http://www.sharonacademy.eu)
- c) Applicants select the State in which they will participate in the Acceleration Programme with the use of the application form (limited list).
- d) The application form shall be filled out in accordance with the requirements of these Bye-laws and the instructions contained in the application form.
- e) The application form shall be drawn up in English. The application forms filled out in any other languages shall be dismissed.
- f) Each application form must be sent by a person authorised to represent the enterprise in accordance with the legal provisions. In the case, the Organiser cannot confirm the above authorisation based on the generally available (on-line) databases, the Organiser shall have the right to request that the Applicant supplies the proper documents (for instance a power of attorney).
- g) The applications submitted after the deadline indicated in point a) shall not be assessed.

**2) Stage II - Pitch Contest**

- a) From all the application forms submitted during Stage I, the Project Assessment Commission in individual partner States shall select in total 60 projects, which have scored the largest number of points.
- b) The authors of the selected projects shall be invited to prepare a 5-minutes' presentation and to introduce the project before the Project Assessment Commission.
- c) The project presentation shall be held on-line (with the use of electronic tools for remote visual communication), or in any other form indicated by the Organiser on the date set out by the Organiser.

### 3) Stage III - Bootcamp

- a) In total 24 Participants of the Acceleration Programme, who were selected in Stage II by the Project Assessment Commission, shall be invited to participate in the training and workshops.
- b) Training and workshops shall not take longer than 3 days.

### 4) Stage IV - Mentoring and Validation

- a) Each Acceleration Programme Participant who qualified to Stage III is entitled to 10 hours of individual consultation with Acceleration Programme mentors.
- b) Consultations shall take place on-line or in any other form indicated by the Organiser, in the period from 01.06.2019 to 15.09.2019 .
- c) Dates of meetings with Acceleration Programme Participants shall be set out individually.
- d) Acceleration Programme Participants who qualified to Stage IV shall have the right to select their mentor independently, from the list of mentors assigned to a given partners county and available on the Acceleration Programme's website i.e. [www.sharonacademy.eu](http://www.sharonacademy.eu)
- e) The substantial scope of consultations shall be set out individually for each Acceleration Programme Participant within the Action Plan.
- f) The number of mentoring hours carried out and the manner of their settlement shall be set out in the Action Plan.
- g) Each Acceleration Programme Participant who/which takes part in mentoring shall complete the tasks assigned to them by the mentors.
- h) After the end of stage 4, each Acceleration Programme Participant shall draw up a **Report on the progress of project development.**

### 5) Stage V - DemoDay

- a) A total of 5 Acceleration Programme Participants (1 per each partner State) who take part in Stages III and IV shall be selected to participate in the DemoDay.
- b) During the DemoDay, 5 Acceleration Programme Participants shall have the chance to present the Project they have been developing within the Acceleration Programme.



- c) Acceleration Programme Participants qualified to the DemoDay shall be informed on the date and place of presentation by a message sent to the e-mail address indicated in the application form, not later than 2 weeks before the event's date.
- d) During the event, the Project Assessment Commission, appointed particularly for that purpose, shall select the winner.
- e) The Organisers of regional Acceleration Programmes shall handle the transport to and the accommodation in the place where the DemoDay is held for maximum of 2 individuals from the Project team.
- f) The Organiser shall ensure the participation of potential investors during the DemoDay.

## § 5

### Assessment procedures

#### 1. Collecting applications

- a) The assessment of application forms shall start immediately after closing the recruitment and shall take not longer than **14 days**.
- b) The assessment shall be done by the Project Assessment Commission appointed by the Organiser to assess application forms and the projects described therein.
- c) The Project Assessment Commission shall be appointed by the Organiser in every partner State.
- d) The Project Assessment Commission in each partner State shall only assess the application forms submitted for participation in this State, in accordance with the declaration contained in the application form.
- e) The application forms submitted at each stage of the Acceleration Programme are assessed based on eligibility criteria set out correspondingly in Attachment No. 1 to these Bye-laws, according to the information contained in the application form.
- f) The application forms submitted shall be assessed both in terms of having fulfilled the criteria of participation in the Programme and in terms of substantial content.



- g) Projects with the highest score and the best assessment shall be qualified to Stage II (in total 60 application forms).

## 2. PitchContest

- a) The selected Projects shall be subject to the 2nd stage of assessment, consisting of an online presentation (with the use of electronic tools for remote visual communication) of the project to the Project Assessment Commission. During this stage, the Applicant shall also answer a series of questions from the Project Assessment Commission.
- b) During the PitchContest, each Applicant shall have 5 minutes to present the project and 10 minutes for questions and answers session.
- c) The Pitch Deck must be delivered to the Organiser at least one day before the planned PitchContest.
- d) Based on the recommendations of the Project Assessment Commission, the Organisers shall select total of 24 Acceleration Programme Participants (4 Participants from each Project partner).

## 3. DemoDay

- a) Having completed the Acceleration Programme pursuant to **Project progress reports** drawn up by the Acceleration Programme Participants, and upon consultation with their mentors, each of the Organisers shall invite the best Acceleration Programme Participant in each State (in total 5 from all the States) to present their Project on the DemoDay.
- b) The Organiser does not give any information on the number of points scored by each Project, nor makes available any assessment records.
- c) The Applicant has no right to appeal against a negative decision on qualifying to the Acceleration Programme at any stage.

## § 6

### Confidentiality

1. The Organiser does its best to ensure confidentiality of documents transferred by the Applicant/Participant during the term of the Acceleration Programme, however, the Applicant/Participant shall mark the materials transferred as confidential, in particular,

those related to the submitted idea (solution) by an appropriate clause to protect their interest.

2. After the application form has been sent, the Organiser, holder of confidential information:
  - a) shall keep this information confidential;
  - b) shall not divulge such information to any person in a different manner than after a prior written consent of the Applicant/Participant or in the cases provided for in these Bye-laws;
  - c) shall not use this information for any other purpose than the fulfilment of its obligations, arising from these Bye-laws.
3. In the period the Programme is on, the Organiser may divulge the information to the members of the Project Assessment Commission and to the mentors in the scope necessary to implement the objectives of the Acceleration Programme.
4. The Organiser shall ensure that each above-mentioned receiver is aware of the confidentiality obligations, arising from these Bye-laws.
5. The obligation to keep the information confidential shall not apply to any information which:
  - a) has been divulged in accordance with the law to the administrative authorities, courts or government bodies;
  - b) is publicly available on the day the application form has been sent or at any time after that date, in any manner other than through a breach of these Bye-laws by the Organiser or any of the receivers;
  - c) with reference to which the Organiser can prove that it had known this information before it was divulged by the Applicant/Participant to the Organiser; or
  - d) has been received by the Organiser from a third party in accordance with the law.

## § 7

### Final provisions

1. Pursuant to Art. 13 of the of the General Regulation of the European Parliament and of the Council (EU) 2016/679 from 27 April 2016 on the protection of individuals with regard to the processing of personal data and the free flow of such data and repealing Directive 95/46 / EC

(general regulation on data protection) (OJ L 119, 04/05/2016, as amended General Data Protection Regulation, referred to hereinafter as GDPR, the Organiser informs you that:

1) the Controller of personal data provided by the Applicants and Acceleration Programme Participants at any stage of the Programme is:

- a) In Poland - **Toruńska Agencja Rozwoju Regionalnego S.A.**, address: **167 Włocławska Street, 87-100 Toruń**, tel. **56 699 55 00**, e-mail: [sekretariat@tarr.org.pl](mailto:sekretariat@tarr.org.pl);
- b) In Bulgaria - **Bulgarian Industrial Association – Union of the Bulgarian Business**, address **16-20 Albin Str., 1000 Sofia** tel. + 359 2 932 09 54 , email: [ierc@bia-bg.com](mailto:ierc@bia-bg.com);
- c) In Estonia - **Tartu Science Park Foundation TSP**, address **Riia 181a, 51014 Tartu, Estonia**, tel.: +372 738 3005 , e-mail: [info@teaduspark.ee](mailto:info@teaduspark.ee);
- d) In Italy - **Unione Regionale Delle Camere di Commercio Industria, Artigianato e Agricoltura del Veneto UCV EIC**, address **Via delle Industrie, 19/d, I – 30175 Venezia.**, tel. +39 041 099 9411 , e-mail: [europa@eurospelloveneto.it](mailto:europa@eurospelloveneto.it);
- e) In Slovakia - **B I C Bratislava, spol. s r.o**, address: **Zochova 5, 811 03 Bratislava**, tel. +421 2 5441 7515, e-mail: [bic@bic.sk](mailto:bic@bic.sk);

2) Personal data shall be processed for the purposes of:

- a) protection of legally justified interests of the Controller i.e. those necessary to fulfil the Controller's tasks related to the implementation of the Acceleration Programme, and for the purposes of settling financial subsidy/public support within the SharOn Project, for archiving and statistical purposes - pursuant to Art. 6 subpara. 1 letter f of GDPR,

- b) transferring the data to other authorised entities by force of law, pursuant to Art. 6 subpara. 1 letter c of GDPR.
- 3) The receivers of personal data shall be exclusively the entities authorised to obtain personal data by force of law, or:
- a) institutions, providing financial support or other public support within the contract signed for the implementation of the SharOn Project,
  - b) members of the Project Consortium,
  - c) members of the Project Assessment Commission and mentors,
  - d) companies, providing IT and cloud services, mail and courier services,
  - e) other entities which participate in the implementation of the Acceleration Project i.e. entities which process personal data on behalf of the Controller, pursuant to the contract of entrusting data processing concluded with the Controller,
- 4) Personal data shall be stored for the period of 5 years.
- 5) The data subject, to whom the personal data refer, has the right to request access to their personal data from the Controller, to have them rectified, removed or to limit data processing, as well as the right to submit an objection against data processing, the right to transfer personal data, and the right to submit a complaint to the supervisory authorities i.e.
- a) In Poland - to the President of the Personal Data Protection Authority (Urząd Ochrony Danych Osobowych - <https://uodo.gov.pl/>),
  - b) In Bulgaria – to the Commission for Personal Data Protection (Комисията за защита на личните данни - <https://www.cdpd.bg>)
  - c) In Estonia – to the Estonian Data Protection Inspectorate (Andmekaitse Inspektsioon - <https://www.aki.ee>),
  - d) In Italy – to the Italian Data Protection Authority (Garante per la protezione dei dati personali - <https://www.garanteprivacy.it>),
  - e) In Slovakia – to the President of the Office for Personal Data Protection of the Slovak Republic (Úrad na ochranu osobných údajov Slovenskej republiky - <https://dataprotection.gov.sk>).
- 6) Stating personal data is voluntary, however, it is a condition of participation in the



Acceleration Programme.

1. The Organiser reserves the right to change these Bye-laws. The Organiser shall put the current version of the Bye-laws on the website **www.sharonacademy.eu** together with the date the change enters into force.
2. Attachments to these Bye-laws make up its integral part. (Attachment No. 1 Assessment criteria, Attachment No. 2 Application Form).
3. The Bye-laws are subject to the law in force in the State where the Organiser has its seat.
4. Any disputes, occurring based on these Bye-laws shall be resolved by the Parties first of all in a conciliatory manner by negotiations or mediation, and in the case of the Parties' failure to reach a conciliatory agreement - by the court of general jurisdiction, with the venue for the Organiser's seat.
5. The Bye-laws enter into force on the day they are published on the website **www.sharonacademy.eu**

List of attachments:

1. Assessment criteria for the "SharOn Academy" Acceleration Programme
2. Application form for the "SharOn Academy" Acceleration Programme