*Explanation Part for the commitment and how to understand it. Please read it carefully:*

The commitment between the NE and HE is the starting point to plan a good exchange with the aim to assure a win-win situation for both parties involved. At the same time, the commitment is a plan and a contract of cooperation on which both sides can rely on and is a helpful reminder on what each party planned to gain as well as what she promised to the counterpart. Further, it serves as a frame to assure that the NE or HE might not expect more from the counterpart as accorded within the commitment.

**Definition of roles:** Generally, EYE exchanges are designed to enable a transfer and exchange of knowledge and practices between two individuals on eye level, which might lead to further common projects or joint ventures during and after the exchange.

**New Entrepreneur´s (NE) Role**: The primary focus should lie in the active development and acquisition of knowledge, best practices and new possibilities, which should enable the NE to build or improve the own business with the help of the Host entrepreneur. The second focus should lie in contributing to the Host Company’s development and offer own skills or services that are of interest for HE´s business.

**Host Entrepreneur´s (HE) Role:** The Host should be willing to invest an average minimum of 5 hours per week to contribute directly in NE´s business development, act as a mentor for the NE as good as possible, and help the NE to build its own business or contribute to the improvement of an already existing startup. The HE should encourage the NE and explore NE´s possibilities and profit from it as well, as NE might bring many potentials that are of interest for HE´s business.

**The template is split in five sections**

The first section with the master data field, and a request for HE´s and NE´s first evaluation on possible impacts regarding the “triple transition” challenges and your contribution or ambitions towards:

“Climate change”, “digital transformation”, “and social evolution” or any other impact. Please give a short statement if HE and NE are expecting to contribute or receive contribution regarding those topics.

**The Contract (Commitment/Work plan) is split in other four sections:**

**1. Objectives:** What each party needs or wishes to learn and gain (wishes); for her own business.

**2. Working learning project**: NE and HE assign a working frame and structure in general how and where activities are planned. As well, include how specifically the time dedicated to NEs business development is invested by the HE (frame); related to the objectives.

**3. Activity plan:** Shows time structure and planned activities who carries them out to reach the objectives. (performance and schedule); related to the objectives

**4. Outcome:** Expected tangible results after the exchange. (Results, products, gaining for further use) related to the objectives.

To draft a good and unique commitment NE and HE should brainstorm on what each party needs for her own company development and discuss with the counterpart what she could offer. Please relate to the counterparts specific possibilities and potential, which makes this relationship **unique****.** For definition help, please see footnote: [[1]](#footnote-1)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RLT:** |  | **Start:** |  | **End:** |  | **Month:** |  |
|  |
| **Name of New Entrepreneur (NE):** |  | **NIO:** |  |
| Expected Green Impacts NE:  | Gain: |[ ]  Give: |[ ]  None |[ ]
| Expected Digital Impacts NE: | Gain: |[ ]  Give: |[ ]  None |[ ]
| Expected Social Impacts NE: | Gain: |[ ]  Give: |[ ]  None |[ ]
| Expected Other Impacts NE: | Gain: |[ ]  Give: |[ ]  None |[ ]
| Evaluate: How the NE may give or gain any contribution during the exchange towards any of the impacts? |
| Green: |
| Digital: |
| Social: |
| Other: |
| **Name of Host Entrepreneur (HE):** |  | **HIO:** |  |
| Expected Green Impacts HE: | Gain: |[ ]  Give: |[ ]  None |[ ]
| Expected Digital Impacts HE: | Gain: |[ ]  Give: |[ ]  None |[ ]
| Expected Social Impacts HE: | Gain: |[ ]  Give: |[ ]  None |[ ]
| Expected Other Impacts HE: | Gain: |[ ]  Give: |[ ]  None |[ ]
| Evaluate: How the HE may give or receive any contribution during the exchange regarding any of the impacts? |
| Green: |
| Digital: |
| Social: |
| Other: |

**Commitment template between NE, HE, NIO, HIO and European Commission**

***To be filled out by NE and HE during or after the negotiation on the content. Please pay attention that both sides are represented (HE and NE)***

**Commitment template between NE, HE, NIO, HIO and European Commission**

***To be filled out by NE and HE during or after the negotiation on the content. Please pay attention that both sides are represented (HE and NE)***

**1. Objectives: (max. 2000 characters)**

|  |  |
| --- | --- |
| *Only include ideas of new mutual projects, ideas for business cooperation, joint ventures if any.* | **A) Common Objectives (Not mandatory)** |
| Example: A1.) To build a common project regarding female ecology approaches in the construction sector in x regions. (long term, short term). |
| 1. 2.3… |
| *Which goals does the NE pursue for his/her own startup (idea) during the exchange?* ***Click on footnote for help.* [[2]](#footnote-2)** | **B) Objectives of NE** |
| Example: B1.)  *To learn about the reliable certificates on sustainability in the sector X* |
| 1.2.3.4.5.6… |
| *Which goals does the HE pursue for his/her own company during the exchange?* ***Click on footnote for help.* [[3]](#footnote-3)** | **C) Objectives of HE** |
| Example: C1.) *To receive assistance in researching target clientele for new products Y* |
| 1.2.3.4.5.6…. |

***How to show that this connection and exchange is unique?*** HE and NE can relate to the counter parts: specific sector, niche, products, product-lines, business-structure, country or location, “specific culture”, client structure, team structure, marketing targets, any specialties, specific knowledge, studies, experiences, values, approaches, (soft-) skills, contacts of interest, resources. Which of them fit with your interests, that you could use/implement/connect, to improve your business. Please personalize!

**2. Working Learning Project: (max 2000 characters)**

|  |  |
| --- | --- |
| Please give a summary of the focus during the exchange, and a description of the work that will be carried out for both sides.Please highlight how you are planning to collaborate.It should be linked to your objectives above.**For help Click on footnote[[4]](#footnote-4)**  | Cooperation Frame |
|  |
| Please relate to NEs objectives, and choose the ones which the HE wants to invest direct time focused on NEs business: | Time Dedicated to NE´s business development |
| The HE: Commits to dedicate time to NEs business development/improvement an average minimum of 5 hours/Week within the following aspects/fields: |
| 1.2.3. |

**3. Activity plan: (max. 2000 characters)**

|  |  |
| --- | --- |
| Please take your objectives described above, and turn them into activities of NE and HE separately. It should be clear, who is doing what and when, within the collaboration and make visible for whose profit.Include them in timeframes: If the exchange is below 3 months, split it in weeks.If the exchange takes longer than 3 months. Split it in Months. | Timeframe with activities |
| Examples: Objective A1: Both want to build a common project regarding female ecology approaches in the construction sector in x regions Objective B1: NE wants *To learn about the reliable certificates on sustainability in the sector X .* Objective C1: HE wants assistance in researching target clientele for new products Y*Activity plan would be in this case related to Objectives A1, B1 and C1 and put in Week2:**Week 2: HE explains to NE certificate categories and necessary procedures to receive a certificate, NE chooses a certificate to work on for his own company, HE gives feedback (B1). NE explains his researching approach to HE and conducts a research for a potential target clientele of HEs product Y (C1). NE and HE research and draw a first model of regions their project could fit in. (A1).* |
| *Week or Month1:**Week or Month2:…* |

**4. Outcome: (max. 2000 characters)**

|  |  |
| --- | --- |
| *Try to imagine a kind of “moment capture/snapshot” for the time after the exchange. Relate every outcome to each objective above* | **A) Common outcomes (Not mandatory)** |
| Example for A1: - Rely on objective: A1.) To build a common project regarding female ecology approaches in the construction sector in x regions - Rely on activity plan Week 2: *NE and HE research and draw a first model of regions the project could fit in.* **- The expected outcome could be: Both will have started the first construction plans in region x (A1)** |
| 1. 2.3. |
| *Which results does the NE expect to have achieved for himself/herself and his/her startup with the help of the HE and after the exchange?:* *Make it tangible, in numbers or in quality aspects* | **B) Outcomes of NE** |
| Example for B1: - Rely on objective: B1.) Ne wants To learn about the reliable certificates on sustainability in the sector X , - Rely on activity plan Week 2: HE explains to NE certificate categories and necessary procedures to receive a certificate, NE chooses a certificate to work on for his own company, HE gives feedback **- The expected outcome could be: NE will have a vast knowledge about reliable certificates and started the process for an own certificate (water) (B1).**  |
| 1.2.3.4.5.6… |
| *Which results does the HE expect to have achieved in his/her own company after the exchange?**Make it tangible, in numbers or in quality aspects* | **C) Outcomes of HE** |
| Example for C1: - Rely on objective: C1.) HE wants assistance in researching target clientele for new products Y - Rely on activity plan Week 2: NE explains his researching approach to HE and conducts a research for a potential target clientele of HEs product Y. **-The expected outcome could be: HE will have implemented a new research approach x and will have two target groups for product Y ready to contact.** |
| 1.2.3. |

Remarks: Only to be filled out by the IOs:

|  |
| --- |
|  |

1. ***How to show that this connection and exchange is unique?*** HE and NE can relate to the counter parts: specific sector, niche, products, product-lines, business-structure, country or location, “specific culture”, client structure, team structure, marketing targets, any specialties, specific knowledge, studies, experiences, values, approaches, (soft-) skills, contacts of interest, resources. Which of them fit with your interests, that you could use/implement/connect, to improve your business during and after the exchange with the help of your exchange partner? Those are examples for categories, which could be further defined, personalized and adapted to the specific exchange with your counterpart. [↑](#footnote-ref-1)
2. *Aspects could be of technical, social, sector specific, administrative, legislative nature. As well as approaches and tactics, methods of management, procedures in general, business plan development, research, networking.* ***Please assure that the entrepreneurial aspect is included.*** *To specify in connection with HEs (company´s) circumstances, location, possibilities or network.* [↑](#footnote-ref-2)
3. *To specify in connection with NE´s abilities, potential, knowledge interests or network.* [↑](#footnote-ref-3)
4. Which approach? Job shadowing, other? Examples: “The exchange will be structured into x parts/phases” (Name phases or parts), “In the first x weeks/ months…”,“The daily work will be performed…”,“Both will directly cooperate in….”,“NE will do xxx independently for his/her own company…”,“NE will do xxx independently for HE´s company”, “The NE will take responsibility for…with supervision of…” [↑](#footnote-ref-4)