



INOVISA

REGULATION

2017

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INTRODUCTION

Framework

This regulation aims to define the services provided by INOVISA under the startups incubation activity and business development support of the agriculture, food and forestry startup community as well as the definition of access and operating rules of INOVISA's incubation spaces.

Promoters of business ideas or startups / companies that may contractually lease incubation space or INOVISA's specialised services will henceforth be identified, in this document, as startups.

About us

INOVISA's mission is to link the academic / scientific community with business associations and companies, including the support to entrepreneurship, business development, startups incubations, promotion of knowledge and technology transfer and the development of innovation initiatives in the agriculture, food and forestry sector.

INOVISA has two operating pillars – Entrepreneurship and Business Development (BOOST) and Knowledge and Technology Transfer (LINK) and to support areas – Digital Communication of Knowledge (SPREAD) and Cooperation, Development and Internationalization (GLOBAL).

INOVISA is located in Tapada da Ajuda and integrated at the campus of the University of Lisbon. Occupies a set of buildings that include Polo I (main building) and Polo II.

General contacts

Edifício Inovisa

Tapada da Ajuda - 1349-017 Lisboa

GPS: 38° 43' 05.07" N | 9° 11' 33.45" W

Phone number: +351 213 632 495 | +351 213 653 551

URL: www.inovisa.pt



BOOST – Entrepreneurship and Business Development

Provided services

The services provided under the BOOST area are:

Incubation spaces: places for startups that need physical incubation (offices, coworking or warehouses) and that can be used by any startup that celebrates with INOVISA a “contract agreement for the provision of incubation space and specialised services to startup or company”.

Shared facilities: facilities that can be used by any startup that celebrates with INOVISA a “contract agreement for the provision of incubation space and specialised services to startup or company” or a “contract agreement for the provision of specialised services to startup or company”. Shared facilities are:

- Meeting / training rooms, and leisure areas
- Kitchen and dining rooms
- Parking lot
- Security
- Receptionist
- Cleaning service
- Mailbox
- Copy and scanning equipment
- Internet

Specialized services: the services provided by the INOVISA's Management Team or by its partners and can be used by any startup that celebrates with INOVISA a “contract agreement for the provision of incubation space and specialised services to startup or company” or a “contract agreement for the provision of specialised services to startup or company”. As appendix you can find the list of INOVISA's partners.

The specialized services are:

- Assessment of the incubation and business support needs
- Support the design and validation of the startup's business model
- Selected access to the scientific community and industry
- Establish contact with investors and financial institutions



- Support the startup internationalization process (through partners)
- Support in the design of the startup communication strategy (through partners)
- Startup's activities, products and services marketed & communicated (through INOVISA Management Team and partners)
- Access to training (soft skill, hard skills, ...) (through INOVISA Management Team and partners)
- Support the development of applications for incentive programs (through partners)
- Information about events relevant for startups
- Support business operational management (through INOVISA Management Team and partners)
- Advice and legal support (through partners)
- Support for the protection and valorization of the startup intellectual property rights (through partners)

The listed services may involve payment not included in the monthly fee charged to startups.

Applicants

May apply to the services provided by INOVISA, under the BOOST area, startups (singular persons, promoters of a business idea, as well as companies under three years of existence) that develop knowledge and technology-based products or services on that focus the agriculture, food and forestry sector.

Application process

The application process of a startup that wants to apply to INOVISA's support under the BOOST area, involves the following steps:

- Application form: the startup must fill in the application form available at INOVISA's Web site (www.inovisa.pt). This form will provide to INOVISA summarized information about the startup, its products / services and the kind of support / infrastructures needed
- Meeting with the startup: After INOVISA receives the application, it may be place for a meeting with the startup for further analysis of the objectives and needs of the application project
- Decision: The decision about the application will be given in a within 15 days after receiving it or after the meeting with the startup (if exists)

The application process will be evaluated by INOVISA's Board based on the evaluation criteria, which will decide their admission and access to the services provided by INOVISA.



The criteria used during the selection process are based on INOVISA's mission and objectives:

- The supported startup must, preferably, address the sector of agriculture, food and forestry. INOVISA also supports other sectors however they should develop technologies that are applicable to its operating sector.
- The supported startup must develop knowledge and technology-based products or services.
- The developed products / services must have market potential and the startup must have growth capacity.
- The startup must be early stage, i.e., not be operating for over three years
- The startup promoters must have the necessary skills to develop the work they plan to conduct
- The supported startup must not compete with the existent INOVISA's startups

The applicant will be warned about INOVISA's Board decision within a maximum of 30 days after application's submission. INOVISA's Board is free to accept startups that don't meet one or more of these requirements, if it wants and it's of INOVISA's best interest.

INOVISA commits to preserve the confidentiality of the submitted application. Particular confidentiality requirements can be agreed with the startup, when necessary.

It will be signed a "contract agreement for the provision of incubation space and specialised services to startup or company" or a "contract agreement for the provision of specialised services to startup or company" with the startups accepted by INOVISA that will have a physical space or that will have INOVISA's support.

Any startup that signs a contract with INOVISA must become an INOVISA associate member. Because of its associative nature INOVISA only provides services to its members whereby any entity that signs a contract with INOVISA must be its associated member. This requires the payment of a Participation Unit (single value of €50,00) and a Share (annual value of €10,00).

All services provided by INOVISA to the startups will be defined between the startup and INOVISA's Board and for each specific case. The value to be charged to the startup for the provision of space / services will be defined in the contract signed between both parties and in accordance with the tabulated values, and there may be a general update to the rental or provided services prices, which will only be applied the year after being communicated (current values are presented in appendix). The



values displayed in the table are indicative and may be altered in specific cases (example: spaces with infrastructures) by INOVISA's Board decision.

This document is considered to be attached to the contract between INOVISA and the startup.

Startup's obligations and responsibilities

- The startup is obliged to comply with all the requirements specified in this Regulation and with the ones described in the contract between both parties
- The startup offers to provide information and accounting documentation
- The startup offers to actively participate at the events and initiatives organized within INOVISA.
- The startup agrees to receive information about INOVISA referring to its activities and within its operation areas
- The space provided to each startup is exclusive for the realization of its objective and activity
- The right to use the space is non-transferable
- The startup is responsible to keep in good use the available space, equipment and furniture as well as all of INOVISA's shared facilities.

Startups exit from the incubator

The startup must exit INOVISA when:

- Finish the maximum incubation period of 3 years
- Occurs an infraction to a clause of this regulation or of the contract established between both parties
- If is verified a failure in the payment that must be done to INOVISA or any other mandatory provision to the State
- If is verified significant changes to the initial objectives that resulted in the application to INOVISA
- If is verified the bankruptcy of the startup
- If is verified temporary leasing of the startup activity
- By initiative of the startup, duly justified
- If INOVISA is not able to meet the requirements necessary to a space growth of the startup



Incubator spaces

INOVISA has available to rent office space, laboratory, warehouse and storage (the types and areas of each space can be found as Appendix).

The rent for incubation space includes electricity (to a maximum use threshold) and water. The space consigned to the startup doesn't include furniture, and its acquisition is a cost of the startup.

Shared facilities

Reception: INOVISA will give its visitors the necessary directions / information for their guidance within the buildings (Polo I and Polo II), as well as generic information about its startups.

Meeting / training room: at Polo I there's a room for meetings and startups can use it for free. The room has an area of 13 m² and a capacity for 6-10 people.

Lounge room: located in Polo I (next to the kitchen), the lounge room is reserved to the people that work at INOVISA and its guests. Also at this room INOVISA workers and guests can have their meals and informal meetings, it is also a meeting point and a space dedicated to the networking between startups.

Kitchen/pantry: located at the south end of Polo I.

Other infrastructures for meals: startups can use other structures for meals at Tapada da Ajuda and Polo Universitário da Ajuda (see Appendix)

Mailbox: every startup has a mailbox located at the entrance of Polo I.

Internet: every room at INOVISA is equipped with cable / wireless internet, and each startup can request data access to INOVISA's Management Team.

Cleaning: The startups that sign with INOVISA a "contract agreement for the provision of incubation space and specialised services to startup or company", the cleaning service is included on the price.

Parking lot: INOVISA has two parking lots (Polo I and Polo II), they are free for startups and guests. Nonetheless, the access to Tapada da Ajuda is paid.



APPENDIX

Access to Tapada da Ajuda

Instituto Superior de Agronomia is located in Lisbon, at Tapada da Ajuda (Calçada da Tapada) between Monsanto and Alcântara (near Largo do Calvário and next to 25 de Abril Bridge).

There are 4 access gates and with the following schedules:

- Main gate (access for pedestrians and cars): open 24 horas a day
- Polo da Ajuda gate (preferable access for pedestrians and cars that want to get to INOVISA): 9h-17h00 (working days)
- Monsanto gate (access for pedestrians and cars that have access card): 7h-19h30 (working days)
- Ponte gate (pedestrians only): 7h-18h30

Tapada da Ajuda location:



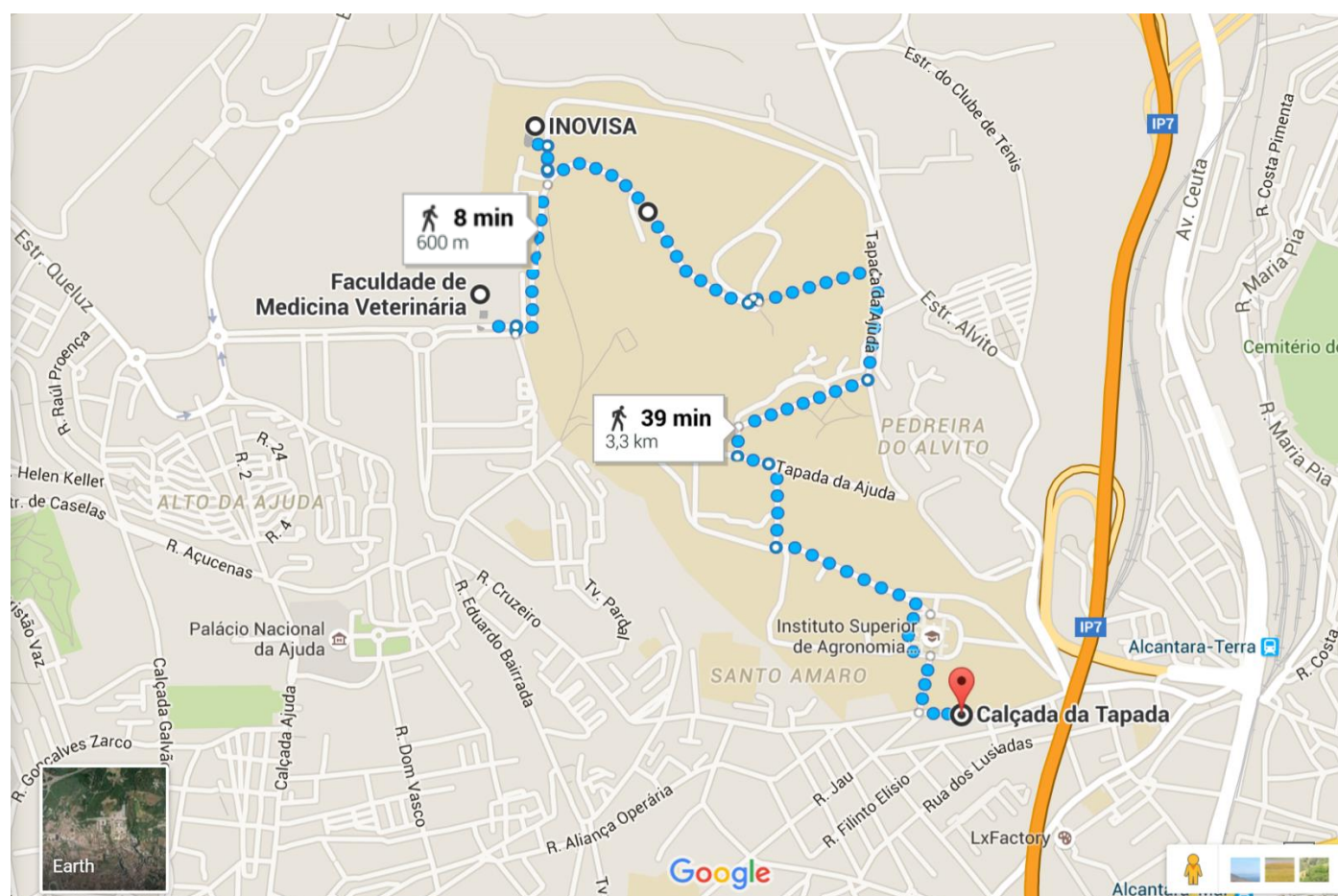


Public transports:

	Bus	Tram
Largo do Calvário	712, 714, 727, 732, 738, 751, 756	E15
Rua Jau (near Main gate)	760	E18
Near Ponte gate	724	-
Near Monsanto gate	724	-
Rua Luís de Camões	720, 742	-

INOVISA location plants

INOVISA location map:





INOVISA partners

Rede INOVAR: Portuguese network, created in 2011 with the mission to promote a stimulating knowledge and technology transfer environment between researchers, farmers, business and associative structures in the national agriculture, food and forestry sectors.

Portugal Foods: association formed by companies, entities from the national scientific and technological system and by regional and national entities that represent the various subsectors that make up the Portuguese agrofood sector.

Portugal Fresh: association with the main objective of promoting the fruits, vegetables and flowers of Portugal, not only inside the country, but also in an international perspective.

AIFE: cluster representing the Portuguese forestry industries.

Vieira de Almeida & Associados, SP RL: one of the biggest law firms in Portugal, with thirty years of market experience.

Alpac Capital: firm that attracts resources from different parts of the World (with a focus in Asia) to invest in Europe across different asset classes

Naves: Venture Capitalist that supports the best business initiatives from students and alumni of AESE Business School (AESE) or from other promoters of the AESE's business and academic network, supporting also other businesses from the Portuguese innovation ecosystem.

Enterprise Europe Network: the network helps small and medium-sized enterprises (SMEs) make the most of business opportunities in the EU and beyond.

AlumniISA: Alumni association of the School of Agriculture of the University of Lisbon (ISA), with the main objective of maintain and reinforce the relation between alumni, ensuring effective and strong relation to ISA.

RedEmprendia: network of universities which promotes responsible innovation and entrepreneurial projects, with a focus on prominent universities in Spain, Portugal and Latin America.

Consulai: the largest consulting company in the agrifood, agricultural and forestry sector in Portugal.

StartUP Magazine: magazine that disseminates entrepreneurship in Portugal.



MU Workspace: space and a coworking inspirational concept, gathering creative freelancers, small businessmen, entrepreneurs, artists and authors, people that care about opinions, sharing knowledge and ideas.

Storm training and coaching: team performance acceleration programs for startups.

Projeto Absoluto: company that provides quality administrative services effectively and with controlled costs.

A Marmita: company that deliver daily meals ready to eat.

Current value table for provision of spaces/services to the startups

Office space / laboratory
12,00 (€ / m ² / month)
warehouse / storage
5,00 (€ / m ² / month)
Services
75,00 (€ / month)
All prices are subject of VAT

Types and ares of each space

Typology	Number	Availabe area (m ²)
Pólo I		
Office	12	9, 10, 14, 16, 22, 23 e 39
Laboratory	2	16 e 19
Storege	2	3
Pólo II		
Office	5	9, 13 e 14
Anexos		
Warehouse	3	9, 10 e 17

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