



**EU-LAC Foundation  
Fundación EU-LAC**

**V Annual Call**

**For co-organising events on topics relevant to the bi-regional  
partnership between the European Union and Latin America  
and the Caribbean**

**2022**

***Information for Applicants***

## 1. Introduction

The partnership between the European Union, Latin America and the Caribbean countries is based on close historical and cultural ties as well as on shared values and aspirations, such as commitment to democracy, human rights and the Rule of Law, the search for sustainable development for prosperous and inclusive societies committed to respecting the environment and aligned with strategies to tackle climate change. Over the years, both regions have progressively built a relationship based on mutual respect and open dialogue. In 1999 a bi-regional strategic partnership was established, which provides a consensual and dynamically evolving framework for political dialogue and cooperation in specific areas of mutual interest.

By decision of the Heads of State and Government in 2010, the EU-LAC Foundation was established and has been operating in the city of Hamburg since 2011, as an instrument to promote the bi-regional partnership. Made up of the 61 countries of the European Union, Latin America and the Caribbean, as well as the European Union itself, for a total of 62 members, the Foundation became an international intergovernmental organisation in May 2019 with the entry into force of its constitutive agreement.

The EU-LAC Foundation mainly serves two purposes:

- a. contributing to the strengthening of the bi-regional partnership process between the European Union, Latin America and the Caribbean, involving the participation and inputs from civil society and other social actors;
- b. promoting mutual knowledge and improving the mutual visibility of the bi-regional association.

In response to this mandate and recognising and taking into account the priorities of the bi-regional dialogue between the European Union, Latin America and the Caribbean, the Foundation opens this public call to co-organise debate and exchange events on global and / or sectorial issues related to the bi-regional association.

## 2. Objectives of the Call

The main purpose of this activity is to receive proposals for the co-organisation of events, resulting – amongst others – in a publication, communication and visibility resources, written interviews, videos or podcasts, etc., related to topics of relevance to the bi-regional association, especially those aimed at contributing to the fulfilment of the Foundation's mandate in particular in the following priority areas:

- **Economic and Social Development;**

This initiative is financed by:



Federal Foreign Office

- **Sustainable Development and Climate Change;**
- **Culture;**
- **Multilateralism and Bi-regional Cooperation**

The eligible events are: seminars, colloquia, conferences, panels, round tables, to be implemented either in face-to-face, virtual or hybrid format virtual and lasting up to two (not necessarily consecutive) working days. Such events should bring together experts, academics, officials, decision makers, civil society actors and other interested parties from the EU and LAC regions to discuss relevant issues for the bi-regional association, fostering the participation of a diversity of actors coming from public institutions, civil society and international organisations, so as to render visible the importance of bi-regional dialogue. Events that aim to strengthen or promote bi-regional networks on priority issues will be considered as well.

### **3. Planned activities**

- The Foundation launches this call for proposals for the co-organisation of up to four dialogue and debate events (one per each thematic area), which should be held in 2022, and which should address the issues covered in point 2.
- The Foundation will receive proposals for events until February 20<sup>th</sup>, 2022.
- A proposal selection committee will be formed internally, which will assign a score according to its relationship with the eligibility criteria. Up to four proposals can be selected. In the event of not filling an eligible proposal per thematic area, a maximum of two events per other area may be held.
- The results of the selection will be communicated on March 18<sup>th</sup>, 2022, only for the contestants whose proposals have been selected. Unselected institutions will not receive any notification.

### **4. Eligibility criteria**

The eligibility criteria are:

- The event has to focus on one or more of the priority areas established in point 2.



- It must aim to strengthen bi-regional ties and improve mutual knowledge.
- It must be co-organised by academic institutions, study centres, civil society organisations, business and worker associations or related networks based in a Member State <sup>1</sup> of the Foundation. International public bodies may not be applicants, although they may be associated with the proposals.
- The entities that have been selected and have received co-financing from the Foundation in the last two calls, directly or as a partner, may not be applicants, although they may be associated with the proposals.
- The event must be held in the period between May 2<sup>nd</sup> and November 30<sup>th</sup>, 2022, and the financial execution – as well as the expected outputs – should be achieved by December 15<sup>th</sup>, 2022.

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<sup>1</sup> Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Suriname, Trinidad and Tobago, Uruguay, Venezuela. Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.



## 5. Call Dates

The deadline for submission of applications for the Annual Call is February 27<sup>th</sup>, 2022, 23:59h CET. Each organisation may submit a single application as an applicant or associate. All full proposals received within this period that meet the requirements will be considered.

The proposals are to be sent to [call@eulacfoundation.org](mailto:call@eulacfoundation.org) with the subject “[Call for co-organising events 2022 - Name of proposal.](#)”

The EU-LAC Foundation foresees a response time of around three weeks to announce the decision. Please refrain from contacting the Foundation regarding your application within this time frame.

## 6. Required qualifications

To participate in the Annual Call, the applicant must:

- Legally represent a public or private entity of the EU or LAC.
- Present the application in association with at least one organisation from the other region, depending on their region of membership, EU or LAC, demonstrating the co-responsibility in the organisation of the event and the distribution of tasks among co-organisers.
- Demonstrate that you have your own funds or other institutions for the realisation of the event since the EU-LAC Foundation, as co-organiser, can only provide a contribution to the realisation of it.
- Include in the proposal the ways in which the bi-regional relationship will be made visible before, during and after the event, including visibility to the EU-LAC Foundation.
- Have experience in carrying out similar events.

## 7. Rules for exclusion

Excluded from participation in a contract will be applicants who:

- a. Are in a situation of bankruptcy, liquidation, judicial intervention or insolvency, cessation of activity or in any other similar situation resulting from a procedure of the same nature in force in national legislations and regulations.
- b. Have been convicted by a final judgment for a crime that affects their professional honesty.



- c. Have committed a serious professional fault verified by any means that the beneficiary can justify.
- d. Are not up to date in the payment of social security contributions or in the payment of taxes in accordance with the legal provisions of the country in which they are established, of the country of the beneficiary or of the country where the contract is to be executed.
- e. Have been convicted by a final judgment for fraud, corruption, participation in a criminal organisation or any other illegal activity that is detrimental to the financial interests of the communities.
- f. Are currently subject to an administrative sanction referred to in the section of the Practical Guide to contract procedures for EC external actions (July 2019 version).
- g. Are in a conflict-of-interest situation.
- h. Have made false statements when providing the information required by the contracting authority to participate in the contract or have not provided such information.

Applicants must prove that they are not in any of the situations mentioned above at the time of the submission of the signed version of the contract.

## 8. Application material

Applications must be submitted in English or Spanish and must not exceed ten pages.

The documentation to be delivered consists of:

- a. Conceptual note of the event that includes:
  - Justification and approach (include previous experience)
  - Objectives
  - Products or deliverables that include a publication
  - Participants and selection criteria
  - Proposed agenda or programme
  - Organisational and logistics arrangements, including virtuals, if applicable
  - Description of the participation of the EU-LAC Foundation as co-organiser of the event, if applicable, and the manner in which it will be made visible
  - Description of the participation of the other organising entities
- b. Budget form (Annex)



- c. Contact person for communication with the EU-LAC Foundation.

Please provide the documentation in PDF or MS Word / Excel format.

The EU-LAC Foundation will keep all personal data strictly confidential.

## 9. Co-organisation and Financing

The Call will select **up to four events to be co-organised**.

As co-organiser of the event, the EU-LAC Foundation will be able to provide content input to the event and will directly finance some of the expenses up to a maximum amount of € 10,000 in total. Expenditure must be justified in a draft overall budget for the event. The allocated sum is non-negotiable.

The funding shall be made in two instalments, one payment upon signature of the Cooperation Agreement and a second upon approval by the Foundation of the final report of the event - including the submission of the corresponding deliverables and receipts.

In the case that the chosen event has a co-financing budget of less than € 10,000, the remaining funds will be returned to the EU-LAC Foundation budget.

The expenses eligible to be funded by the Foundation are: (i) travel tickets for experts, (ii) digital publishing services (style review, ES-IN or IN-ES translation, design/diagramming etc.), (iii) simultaneous interpretation services, (iv) graphic design services for the communications of the event.

No overheads or salary costs can be covered.

## 10. Successful Requests

### 10.1. Notification

The approved applications will be notified once the Selection Committee has made its decision. The decision of the Committee is final and binding. The EU-LAC Foundation foresees a response time of around four weeks after the deadline for the Open Call.

### 10.2. Cooperation Agreement

Once the application has been approved, the EU-LAC Foundation will proceed to sign a cooperation agreement with the selected entity defining the exact amount of funding granted, the payment schedule, the requirements for justification and the schedule for conducting the event. Joint meetings might be scheduled to define the final design of the event as well as to assess the progress made in its organisation.