



EU-LAC Foundation  
Fundación EU-LAC

## **IV Annual Call**

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

**2021**

***Information for Applicants***

## 1. Introduction

The partnership between the European Union, Latin America and the Caribbean is based on close historical, cultural ties and shared values and aspirations, such as commitment to democracy, human rights and the rule of law, the search for sustainable development for a prosperous, inclusive society committed to respecting the environment and fighting climate change. Over the years, the two parties 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 founding agreement.

The Foundation has two purposes:

- a. contributing to the strengthening of the bi-regional partnership process between the European Union, Latin America and the Caribbean, involving 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 in a publication, on 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:

- Higher Education;
- Sustainable and inclusive economy;
- Climate Change;

- Culture;
- Multilateralism and Foreign Policies

The eligible events are: seminars, colloquiums, conferences, panels, round tables, including in virtual form, in which experts, academics, officials, decision makers, civil society actors and other interested parties from the EU and LAC regions discuss relevant issues for the bi-regional association. Events that aim to strengthen or promote bi-regional networks on priority issues will be considered as well.

### 3. Planned activities

- The Foundation is launching this call for proposals for the co-organisation of up to four dialogue and debate events, which should be held in 2021, and which should address the issues under point 2.
- The Foundation will receive proposals for events until December 4, 2020.
- 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 case of not filling the maximum of four eligible proposals, another call could be made in the course of the year to select the missing events to reach the maximum of four in 2021.
- The results of the selection will be communicated on December 18 only for the contestants whose proposals have been selected. Unselected contestants 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 the EU-LAC Foundation and academic institutions, study centres, civil society organisations, business and worker associations, and related networks based in a Member State<sup>1</sup> of the Foundation. International public

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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.

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 February 1<sup>st</sup> and December 13<sup>st</sup>, 2021.

## 5. Call Dates

The deadline for submission of applications for the Annual Call is December 4<sup>th</sup>, 2020. 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).

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.
- Demonstrate that you have your own funds or other institutions for the realisation of the event since the Foundation, as co-organiser, can only provide a contribution to the realisation of it.
- Include in the proposal how the EU-LAC Foundation will be involved in the co-organisation of the event.



- 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 and its funding.
- 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 2015 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:

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- 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
  - Description of the participation of the EU-LAC Foundation as a co-organising institution in the event
  - Description of the participation of the other organising entities
- b. Budget form
- 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-organization 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.

The expenses executed directly by the Foundation, amounts that are not transferred are (i) expert travel tickets (ii) digital publishing services (style review, ES-IN or IN-ES translation, design/diagramming etc.).

## 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 three weeks after the deadline for the Open Call.

### 10.2. Cooperation Agreement

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Once the application has been approved, the EU-LAC Foundation will proceed to sign a contract or agreement with the selected entity and joint meetings will be scheduled to define the final design of the event.

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