



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

**VII Annual Call**

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

**2024**

***Information for Applicants***



## 1. About the EU-LAC Foundation

The partnership between the countries of 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 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. On this basis, 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 60 countries of the European Union, Latin America and the Caribbean, as well as the European Union itself, for a total of 61 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:

1. 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;
2. promoting mutual knowledge and improving the visibility of the bi-regional association.

In response to this mandate and taking into account the priorities of the bi-regional dialogue between the European Union, Latin America and the Caribbean, the EU-LAC Foundation launches this public call to co-organise debate and exchange events.

## 2. Objectives of the Call

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

**a) Climate financing options;**

**b) Identification of vulnerabilities and adaptation policies, and;**

**c) Prevention and response to climate and health crises and events, including disasters and their management.**





### 3. Thematic Areas

The third Summit of Heads of State and Government of the European Union and the Community of Latin American and Caribbean States took place in Brussels on 17th and 18th July 2023, under the theme "Renewing the bi-regional partnership to strengthen peace and sustainable development" (CELAC & EU, 2023). This was the first EU-CELAC Summit since 2015, marking the resumption of a bi-regional dialogue based on a forward-looking, substantive, and positive agenda. It was organised with a primary goal: to invigorate the bi-regional relationship. High authorities agreed to deepen cooperation on peace, emphasising the need for lasting peace, focusing efforts on the principles established in the United Nations Charter, environmental actions contributing to planet protection, sustainable and inclusive development with the necessity to identify vulnerabilities, and responding to various crises through intensified dialogue between the two regions (CELAC & EU, 2023).

#### a. Climate financing options

During the III EU-CELAC Summit held in Brussels, the issue of climate financing was addressed. Representatives of governments from vulnerable and developing countries called on developed countries to allocate resources to projects that mitigate the impacts of climate change. In this context, the importance of fulfilling the commitment of developed countries to jointly mobilise \$100 billion annually for financing the fight against climate change in support of developing countries, and doubling adaptation funding by 2025, was emphasised.

Albeit this is not the first time such an investment agreement has been reinforced, the Summit's final declaration underscores the renewed commitment to jointly address the climate crisis. Despite previous commitments, where developed countries pledged to transfer \$100 billion USD annually to combat climate change, not all planned transfers were made. In 2020, only \$83.3 billion USD were transferred, highlighting the need for a collective and continuous effort to meet these financial obligations (European Investment Bank, 2023).

In addition to climate financing, the final declaration addressed the importance of countries working together to address other crises and challenges such as food insecurity, poverty, and inequalities. Emphasis was placed on cooperation for the implementation of the 2030 Agenda, highlighting the need for collaborative approaches to address global issues. To ensure the follow-up and fulfilment of commitments made at the Summit, leaders agreed to meet every two years, scheduling the next meeting for 2025, this time in a country of the Community of Latin American and Caribbean States. This commitment reaffirms the importance of maintaining regular and sustained dialogue to address shared challenges and progress towards effective solutions, requiring contributions from civil society and other sectors.





## b. Identification of vulnerabilities and adaptation policies

The identification of vulnerabilities and the formulation of adaptation policies are crucial for addressing multidimensional challenges in both regions, as emphasised in the framework of the EU-CELAC Summit 2023. Cooperation becomes fundamental to address urgent needs, such as those related to food insecurity, inequalities, and gender vulnerability, all interconnected with the Sustainable Development Goals (SDGs). Both regions share susceptibility to extreme climate events, such as hurricanes, floods, and droughts, affecting agriculture, infrastructure, and food security. Joint strategies to mitigate and adapt to climate change, promoting sustainable agricultural practices, investing in climate-resilient infrastructure, and collaboration in research and technology are essential. Climatic variability, lack of access to advanced agricultural technologies, and biodiversity loss contribute to food insecurity. Promoting sustainable agriculture, improving water management, and promoting equitable access to agricultural resources are priorities. Cooperation may include agricultural knowledge exchange programmes and technical support.

## c. Prevention and response to climate and health crises (disasters and their management)

Attention to the prevention and response to crises, such as climate or health-related, plays a central role in building more resilient and collaborative societies. In the climate context, identifying vulnerabilities could be directed towards creating adaptation strategies based on ecosystem conservation, promoting renewable energies, and implementing sustainable natural resource management policies. Cooperation between regions can foster innovative initiatives to address challenges, from the development of eco-efficient technologies to the creation of shared contingency plans. The goal is to continue implementing standards and adapting to the evolution of the climate crisis.

In the health context, bi-regional collaboration represents an opportunity to strengthen prevention and response to potential pandemics and public health emergencies. Within the framework of the EU-CELAC Summit, the need to carefully address structural deficiencies in various areas was emphasised. This involves paying special attention to issues related to infrastructure, productivity, social, environmental, and institutional aspects (EU-CELAC 2023).

## 4. Call dates

- The Foundation launches this call for proposals for the co-organisation of up to three events (one per thematic area) of dialogue and debate, to be held in the year 2024, addressing the topics outlined under point 2 and 3.
- The Foundation will accept event proposals **until 25th March 2024, 00:00 CET**.





- A selection committee will be formed, consisting of representatives from the EU-LAC Foundation and international experts in the thematic areas of the Call, which will assign a mark based on their correlation with the eligibility criteria established in points 5 and 7. Up to 3 proposals may be selected. If no eligible proposal is received for a thematic area, a maximum of two events may be organised for another area. Please refrain from contacting the Foundation regarding your application during this period.
- **The results of the selection will be communicated on the EU-LAC Foundation's website on 8th April 2024.** Subsequently, the entities whose proposals have been selected will be contacted via email. Unselected institutions will not receive any communication.
- Proposals will be submitted to [call@eulacfoundation.org](mailto:call@eulacfoundation.org) with the subject "Co-organisation Call for Events 2024 – Proposal Name," attention to Diego Durán Cruz, Programme Manager.
- Each organisation may submit only one application as the applicant or associate. All complete proposals received within this period that meet the requirements will be considered.

## 5. Proposal eligibility criteria

Eligible events include seminars, colloquiums, conferences, panels, and roundtable discussions, to be held in in-person, virtual, or hybrid formats, with a maximum duration of two working days (not necessarily consecutive). These events should bring together experts, academics, officials, decision-makers, members of civil society, and other stakeholders from the EU and ALC regions to discuss topics relevant to the bi-regional partnership, encouraging the participation of a diverse range of actors from public institutions, civil society, and international organisations to highlight the importance of bi-regional dialogue. Events aimed at reinforcing or promoting bi-regional networks on priority issues will also be considered.

The eligibility criteria are:

- The event must focus on one or more of the priority areas established in point 2 and 3;
- It must aim to strengthen bi-regional ties and improve mutual understanding;
- It must be co-organised by academic institutions, research centres, civil society organisations, business associations, or labour organisations based in a member country<sup>1</sup>

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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, Granada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, Uruguay, Venezuela. Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia,





of the Foundation. Public international organisations cannot be applicants but may be associated with the proposals.

- Entities that have been selected and received co-financing from the Foundation, either directly or as partners, in the last two calls may not be applicants but can be associated with proposals.
- **The event must take place between May 1 and November 30, 2024, and financial execution, as well as products, should be completed by December 15, 2024.**

## 6. Required qualifications of the applicant

To participate in the Annual Call, the applicant entity must:

- Legally represent a public or private entity in the European Union or Latin America and the Caribbean;
- Submit the application in partnership with at least one entity from the other region, based on the region's affiliation, EU or LAC, demonstrating joint responsibility in organising the event and task distribution, including a proposal of responsibilities for the EU-LAC Foundation as a co-organising entity;
- Demonstrate the availability of its own funds or funds from other institutions for the event's organisation;
- Include in the proposal ways to highlight the bi-regional relationship before, during, and after the event, including visibility for the EU-LAC Foundation;
- Have experience in organising similar events..

## 7. Application material

Applications must be submitted in English or Spanish and must not exceed ten pages. The documentation to be delivered consists of:

- a. Concept note of the event that includes:
  - Justification and approach (highlighting previous experience)
  - Objectives
  - Products or deliverables (including a publication)
  - Participants and selection criteria
  - Proposed agenda or programme

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Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Rumania, Sweden, Slovakia, Slovenia, Spain.





- o Organisational and logistics arrangements (including virtual or hybrid, if applies)
  - o Description of the participation of the EU-LAC Foundation as co-organiser of the event and the strategy to make EU-LAC's role visible
  - o 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.

## 8. Co-organisation and financing

The Call will select **up to three 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 € 8,000 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 a 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 € 8,000, the remaining funds will be returned to the EU-LAC Foundation budget. **No overheads or salary costs can be covered.**

The expenses eligible to be funded by the Foundation are:

- (i) travel tickets for experts,
- (ii) digital publishing services (style review, SP-EN or EN-SP translation, design/diagramming etc.),
- (iii) simultaneous interpretation services,
- (iv) graphic design services for the communications of the event.

## 9. Successful applications

### Notification

Successful 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.





## Cooperation Agreement

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

### 10. Rules for exclusion

Excluded from participation in a contract will be applicants who:

1. 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.
2. Have been convicted by a final judgment for a crime that affects their professional honesty.
3. Have committed a serious professional fault verified by any means that the beneficiary can justify.
4. 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.
5. 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.
6. 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).
7. Are in a conflict-of-interest situation.
8. 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 declare that they are not in any of the situations mentioned above at the time of the submission of the signed version of the contract.







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## References:

1. Council of the European Union, Declaration of the EU-CELAC Summit 2023, July 17th and 18th, 2023., <https://www.consilium.europa.eu/es/press/press-releases/2023/07/18/declaration-of-the-eu-celac-summit-2023-17-18-july-2023/>
2. European Investment Bank, 2023, Inversiones en 2023: Panorama general de la Unión Europea, <https://www.eib.org/en/publications/20230285-econ-eibis-2023-eu> .

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Federal Foreign Office

<b>Concepto/Concept</b>	<b>Unidad/Unit</b>	<b>Precio/Price</b>	<b>TOTAL €</b>
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	<b>Monto/Amount Organización/Organisation</b>	<b>Monto/Amount EU-LAC</b>	<b>Monto/Amount Otros/Others</b>
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## **VII EU-LAC Call**

### **for the co-organization of events on relevant topics for the bi-regional partnership between the European Union and Latin America and the Caribbean**

#### **2024**

#### **ANNEX 2 – TERMS OF REFERENCE FOR THE EXECUTION AND JUSTIFICATION OF EXPENSES FUNDED BY THE EU-LAC FOUNDATION**

The execution and documentary justification of funds executed with contributions from the EU-LAC Foundation must adhere to the following requirements:

- All expenses must be on behalf and order of the organizing and executing entity of the event – not the EU-LAC Foundation, which only provides financial support to the organizing entity. The execution of expenses must be carried out within the dates and amounts established in the specific agreement.
- Budgeted items and amounts must be respected, and the referenced amounts must not be exceeded.
- All justifying documents must be original receipts or invoices, or legalized copies. Original receipts (instead of invoices) will be accepted for amounts below €300.
- Invoices must be legally valid according to the requirements of the tax authority of the country where the expenses are incurred, containing at least the date; tax identification number, name and address, phone, and email of the supplier and contractor; invoice number; breakdown of the net amount and taxes (with their corresponding rate); and identification of the currency of the invoice.
- Proof of payment must be included for all expenses: bank documents with the charge, original signed receipts for cash payments, and other proof of payment.
- In the case of execution in currencies other than the Euro, the executor and the EU-LAC Foundation will apply the official exchange rate between the currency of the invoice and the euro, as published by Inforeuro ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)) for the month in which the expense is incurred. The resulting amount in euros will be the final eligible amount. In the case of transfers, the EU-LAC Foundation will transfer the amount in euros resulting from applying this exchange rate. Any losses or gains due to the application of exchange rates by the receiving bank, as well as local bank costs, will be the responsibility of the expense executor.



- For service contracts exceeding €1,000, it is desirable to always have at least three bids and select the most convenient one. This procedure is mandatory for contracts exceeding €3,500.
- Travel expenses will only be financeable in economy class. Proof of travel, primarily the original boarding passes for all outbound and return journeys, must be provided. Only trips purchased according to strictly necessary dates and destinations for participation in the activity will be reimbursable. Intermediate stops (non-technical) will not be allowed.
- Expenses for accommodation, transportation, and/or meals at the destination will be financeable from at most the day before the start of the activity until the morning after the end of the activity agenda. The travel dates may be extended as long as the tickets do not incur additional costs.
- In group activities or meetings where attendees have traveled with funds from the Foundation, proof of execution and presence must always be provided: sign-in sheets and photographs.
- Invoices for catering and other possible services must always include a detailed breakdown of concepts, units, unit costs, total costs, and tax breakdown.
- Hotel invoices must include or attach the "rooming list" with the name, days, unit cost of nights or lunches.
- For any product or service, proof of execution must always be included, such as the printing of an advertisement in the press, the delivery receipt of printed books, the translation of a text, or the document with the report of an activity.
- Any exceptional execution in relation to the agreement must be previously authorized in writing (e.g., email) by the person responsible for the EU-LAC Foundation.

The justifying reports must include a table in spreadsheet format and digital signature with the following columns: description of the item; units (if applicable); amount; amount executed in the local currency; amount in Euros according to the conversion to Euros using the official Inforeuro exchange rate for the month in which the expense is incurred; numbers or codes of the justifications related to the expense, the numbers of the payment justifications, and a final column with comments that also include references to documents proving compliance.



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# VII EU-LAC Call

## for the co-organization of events on relevant topics for the bi-regional partnership between the European Union and Latin America and the Caribbean

### 2024

#### Annex III - Report Formats

##### Narrative Event Report Format

Event Name:

Organizers' Names:

Location and Date:

1. Background
2. Expected Objectives
3. Results and Impact
4. Dissemination and Visibility of the EU-LAC Foundation
5. Analysis of Participants and Event Evaluation Results by Participants
6. Significance of the EU-LAC Foundation's Contribution
7. Event Photos

##### Feedback Questionnaire

Name of the Event

Please complete the following questions to reflect your opinion as accurately as possible.  
Your information will be kept strictly confidential.



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

1. Do you think the meeting has fulfilled its objective?

The objective of the meeting was:

- a. Yes
- b. No
- c. Partially

Explain why?

2. Do you consider the content of this meeting useful for your work? Why?

3. What are your recommendations for potential future meetings of a similar kind and content?



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Nombre del evento/Name of the event

#	Nombre / Name	Institución / Institution	Cargo / Position	País / Country	Sexo / Sex	Firma / Signature
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(Model Letter of Institutional Affiliation Confirmation - English)

Institution Name  
Institution Address

Date

To Whom It May Concern,

I hereby confirm that Mr. / Mrs. (name and last name) is affiliated with (institution name) in (city, country).

Currently, Mr. / Mrs. (name and last name) holds the position of (Official/Manager/Legal Representative/Teacher/Researcher/Consultant, etc.), and (if applicable) is a member of the (Ministry/Agency/Network/Association/Chamber/Research Center/University) at: (name of the organization/institution/entity).

We fully support Mr. / Mrs. (name and last name) in their participation in the current call by the EU-LAC Foundation.

Best regards,

(Name and signature of the institution's legal representative)