



EU-LAC Foundation  
Fundación EU-LAC

## Guide for filling in the form

This guide tries to facilitate the filling in of the registration form of Mapeo to the users, as well as its actualisation. The typologies here entailed serve as an orientation and do not imply concepts or definitions established by the EU- LAC Foundation or its members.

Our commitment is to improve, to expand, and to update Mapeo. Therefore, we would appreciate your comments and suggestions to make Mapeo a more suitable database for the users. Please send us your feedback: [mapeo@eulacfoundation.org](mailto:mapeo@eulacfoundation.org)

If desired, it is possible to subscribe to the bulletin, to publications and/or to announcements and calls, in order to receive relevant information for the association. You just have to choose your preferred option.

### General information about the organisation

**Name:** We ask you to write the official name of your organisation the way you want it seen in the MAPEO database.

**Logo and photos:** To personalise your presentation, you can add the logo and photos (up to 4 photos) to represent your organisation and your work.

**Description:** With the aim of giving more visibility to your institution, you can add a short description of it.

**Services:** Indicate here the services your organisation is offering by choosing between training, technical advice, internships, credit, scholarships and others. If you choose 'Others', you can add another service, which has not been listed yet.

### Additional information

**Relevant projects:** Projects of your organisation that you consider relevant to the relationship between the European Union, Latin America and the Caribbean can be mentioned here by adding for each project another item.

**Relevant publications:** You can also list publications of your institution that are relevant to the bi-regional relationship. You just need to add each time a new item.

Mapeo offers in total **five different search categories:**

- 1) Geographical level
- 2) Location
- 3) Country
- 4) Type of organisation



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## 5) Area of interest

### 1) Geographical level

The geographical level refers to the geographical range of the organisation and can be according to its sphere of activity **international, national, regional and sub-regional**.

If the organisation works at the global scale, the geographical level of the organisation can be identified as international, if the activities are limited to one country, it is national. 'Regional' means that its area of operations is in the European Union or in Latin America and the Caribbean, while sub-regional refers to only a limited number of countries in one of these regions.

### 2) Location

In the next step (location) you can indicate in which region (Latin America, the Caribbean, the European Union or Other Country (neither LAC nor EU) your organisation has its headquarter.

### 3) Country

This category refers to a sovereign state. Latin America and the Caribbean are considered as one region and the European Union another region.

Attention: You fill only in the category 'Other country' when the headquarter is located in a country not being part of the list of Latin America, the Caribbean and the European Union.

<b>Latin America and the Caribbean</b>	<b>European Union</b>
Antigua and Barbuda	Austria
Argentina	Belgium
Bahamas	Bulgaria
Barbados	Croatia
Belize	Cyprus
Bolivia	Czech Republic
Brazil	Denmark
Chile	Estonia
Colombia	Finland
Costa Rica	France



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Cuba	Germany
Dominica	Greece
Dominican Republic	Hungary
Ecuador	Ireland
El Salvador	Italy
Grenada	Latvia
Guatemala	Lithuania
Guyana	Luxemburg
Haiti	Malta
Honduras	Netherlands
Jamaica	Poland
Mexico	Portugal
Nicaragua	Romania
Panama	Slovakia
Paraguay	Slovenia
Peru	Spain
St. Kitts and Nevis	Sweden
St. Lucia	United Kingdom
St. Vincent and the Grenadines	
Suriname	
Trinidad and Tobago	
Uruguay	
Venezuela	

#### 4) Type of the organisation

The term “organisation” refers to an entity or institution officially established with legal personality. In Mapeo there are 6 different types of organisation:

**Academic organisation:** It refers to an entity that realizes activities of higher education and research of public and private character in the European Union, Latin America and the Caribbean. You will find in this category institutes and research groups of universities.



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**Research Center:** Research Centers are institutions dedicated to science and scientific research. They are closely linked to educational, political and economic affairs. They do research in different subjects related to the bi-regional relationship.

**Business Cameras:** They refer to corporate entities that are created to defend interests of a certain business sector, opposite to the State as well as to national and international actors. The Cameras also try to promote business deals between countries.

**Civil Society Organisation:** The civil society encompasses a wide spectrum of non-profit and non-governmental organizations (NGOs), which represent some groups of interest within the bi-regional partnership. There are multiple organizations included in this category: local initiatives, grass-roots initiatives, professional associations, and foundations, among others.

**Networks/Alliances:** This category refers to an entity that is created to enforce synergies between its member organisations, as well as to gather efforts for a common reason. These networks and alliances can take place at a sub-regional, regional or international scale.

**Social movements/Grassroots organisations:** A social movement or grassroots organisation is a form of permanent joint action, in which organised grassroots groups draw on social actions, events and public manifestations to promote their demands and prevent changes that will affect them.

**Public institutions:** These refer to entities that receive their mandate of the public administration of a country. It includes the different branches of public power: executive, legislative, judicial and electoral.

## 5) Areas of interest

The following categories were elaborated on the basis of some of the thematic priorities of the bi-regional partnership, such as:

**Governance and political affairs:** The concept of “governance” is a crosscutting issue, which implies multidimensional coordination among different topics involved in the public bi-regional agenda. Governance is related to the active participation and compromise among the actors involved in the decision-making. Those actors represent the interests of the public and private sectors, as well as those of the civil society.

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<sup>1</sup> See UE-CELAC Action Plan 2015: <https://eulacfoundation.org/en/content/action-plan-eu-celac-summit-2015-10-11-june>



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**Justice and Human Rights:** The commitment to the Rule of Law, justice and security is deemed vital of the EU LAC strategic partnership. Organisations (public and non-public) that actively promote, conduct, and implement activities in these fields will be included in this category.

**Security:** In accordance with the EU-CELAC Action Plan 2015 there are all those bi-regional activities included that promote the public safety.

**International Relations:** Activities dedicated to the analysis of relations between countries, whether in their bilateral affairs, as topics of regionalism, multilateralism, globalization and global organizations.

**Higher Education:** This category includes research activities (public and private), academic and higher education services, as well as education/ training programmes offers in universities, education institutions or professional training centres

**Education for work:** Education for work incorporates in the student's integral process of education the method of active, reflexive and experiential learning. This strengthens processes of knowledge and competence production and application that improve and assure employment. All the activities and programs pursuing this object can be subsumed under this category.

**Science, Research and Innovation:** This category includes entities in charge of scientific and research activities, as well as innovation and technological development actions. This topic addresses the first article of the EU-CELAC Action Plan.

**Climate Change and Environment:** This category involves activities aimed at improving environmental conditions in both regions. The climate change and environmental issues are directly linked to the concept of sustainable development. The main focus of this category is linked to the second article of Action Plan on 'Sustainable development; environment, climate change; biodiversity: energy '.

**Economy and Sustainable Development:** The economy and sustainable development include all public policies, initiatives, activities and business enterprises designed to improve the human, environmental and economic conditions of the Member States of the EU and CELAC. The UN Sustainable Development Goals (2030 Agenda) will be the reference point.<sup>2</sup> Particularly, there is given priority to the activities related with the eighth article of the EU-CELAC Action Plan on 'Investment and entrepreneurship for sustainable

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<sup>2</sup> For further information about the UN Sustainable Development Goals:  
<https://sustainabledevelopment.un.org/topics>



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development”.

**SMEs:** In this category you will find according to the eighth article of the EU-CELAC Action Plan 2015-2017 those organisations promoting the SMEs and increase its competitiveness (Small and medium-sized enterprises).

**Corporate Social Responsibility:** CSR advocates business models that comply with environmental and ethic standards promoting sustainable development in a national and international level. The beneficiaries of CSR policies are local communities, consumers, employees, investors, and vulnerable groups, among others.

**Culture:** Activities developed in the field of art, music, cinema, photography, theatre and performance, among others. Although this point is not explicitly included in Action Plan, it is a point of interest among the member states of the strategic partnership of EU-CELAC.

**Social Affairs:** This category includes all the activities and initiatives directed at developing social affairs relevant for the bi-regional EU-CELAC agenda. This category includes public policies concerning migration, ethnic minorities, childhood, social cohesion, health drugs, and regional integration, among others.

**Gender:** Questions of gender represent an important topic in the EU-CELAC agenda and imply all the activities and efforts encouraging the equality between both sexes, reducing all forms of violence against women as well as the protection and promotion of the human rights of women.

**Youth:** Within the sphere of education and employment much importance is according to the second article of the EU-CELAC Action Plan 2015-2017 attributed to young people. Activities aimed at promoting the mobility and the exchange of students, the social commitment and their working opportunities are supported.

**Other:** Refers to the activities or initiatives that do not fit in any of the previously mentioned categories.

### Contact information

Fill in the contact information the way you wish it to be shown in Mapeo.

#### 1) Web page

Please write the address of the main web page of your organisation. If it has more than one web page, click on ‘Add another Item’. There is also the option to change the order of the different web links by dropping the crosses at the left side.



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## 2) Social networks

Indicate the social networks your organisation is using, adding them one by one separately.

## 3) Contact point

If your organisation has a contact person or post, you can mention here the name.

## 4) E-mail

In order to contact your organisation, leave please your e-mail.

## 5) Address

We ask you to include also the address of your organisation, including the street with the number, the city, the province/state and the country. If you complete the 'Address string' with the street and number, the city and the country of your headquarter, the latitude and longitude will be calculated automatically.