



Contact Map

For *Project Name* in *Country name*

Finnpartnership Programme
July 2023

General Description

Finnpartnership is a business partnership programme financed by the Ministry for Foreign Affairs of Finland and managed by Finnfund. Finnpartnership aims to generate positive development impacts by promoting business between Finland and the developing countries.

In order to help your project in finding suitable partners in the target country, Finnpartnership together with NIRAS provides you a Contact Map where you can find relevant contact info concerning your project. The Contact Map includes important contact information of official and governmental organizations, Finnish networks, international organizations and other contacts relating to trade and business.

The Contact Map is made by *name* and on *MM YYYY*, and should only be used as reference. The provided contact details may change over time, but Finnpartnership bears no responsibility for such changes. The contacts referred in the Contact Map are collected with the best of our knowledge at that time, and Finnpartnership assumes no responsibility for the accuracy of information contained in the Contact Map, or its suitability for any purpose. You are encouraged to confirm all the information in the Contact Map. Please note that the Contact Map is not intended for advertisement purposes.

If you notice that a particular contact information is no longer valid, please feel free to reach out to Elizabeth Okunda at elizabeth.okunda@finnpartnership.fi (for Africa) or Tam.nguyen@finnpartnership.fi (for Asia).

Contents

General Description	1
1. COUNTRY MAP AND GENERAL INFORMATION.....	3
2. EMBASSY CONTACTS	4
3. LOCAL BUSINESS NETWORKS.....	6
4. FINNISH NETWORKS AND TRADE RELATED ORGANIZATIONS	9
5. OFFICIAL CONTACTS	12
6. UN ORGANIZATIONS AND INTERNATIONAL ORGANIZATIONS.....	15
7. EMERGENCY CONTACTS AND OTHER INFORMATION.....	18

1. COUNTRY MAP AND GENERAL INFORMATION

Insert the country map and general information including:

Name of capital:

Main Language(s):

Currency:

Main cities *(with international trade/Business activities):*

Main holidays:

Guidelines from MFA Finland regarding travelling abroad: <https://um.fi/entering-finland-and-travelling-abroad>

2. EMBASSY CONTACTS

(Listed in this section are the contact details of the embassy in Finland, (country) embassy in Finland and other European Union countries, in which Finnish citizens can seek support, if needed.)

Embassy of Finland in

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Embassy of (the country) in Finland

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Delegation of the European Union in

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Other relevant Embassies in

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Honorary Consulate of Finland in

Description and Services *(max 5 lines):*



Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

3. LOCAL BUSINESS NETWORKS

(Listed in this section are the best possible local business associations, chamber of commerce, universities, research institutions, and other successful incubators/hubs. The examples provided below may be adjusted based on the country's context)

National/ Local Investment Promotion Agencies (IPA)

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Chamber of Commerce of *(include Chamber of Commerce in different cities)*

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Sectoral Associations

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Universities *(add more rows if relevant)*

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Research Institutions *(add more rows if relevant)*

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Incubator *(add more rows if relevant)*

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

4. FINNISH NETWORKS AND TRADE RELATED ORGANIZATIONS

(Listed in this section are major Finnish networks/ associations and trade related organizations present in the country or in the neighbouring countries. This intends to provide Finnish companies with relevant support from the Finnish networks and/or networks in the country. The examples provided below may be adjusted based on the country's context.)

Team Finland

Team Finland brings together all state-funded internationalisation services. Here is the list of [Team Finland members](#) .

Business Finland in

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Nordic Chamber of Commerce in

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

European Chamber of Commerce in

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Investment Promotion Agencies (IPA)

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:
Website:

Major Finnish CSOs in the country *(add more rows if relevant)*

Description and Services *(max 5 lines):*
Contact Information *(address, postal code, phone, email, contact person if relevant):*
Opening Hours:
Website:

Other Associations/ Networks of the country in Finland *(add more rows if relevant)*

Description and Services *(max 5 lines):*
Contact Information *(address, postal code, phone, email, contact person if relevant):*
Opening Hours:
Website:

Significant on-going MFA Funded Projects/Programme in the country /region *(add more rows if relevant)*

Description and Services *(max 5 lines):*
Contact Information *(address, postal code, phone, email, contact person if relevant):*
Opening Hours:
Website:

Potential investment programmes which Finnish Companies can apply for funding / support *(add more rows if relevant)*

Description and Services *(max 5 lines):*
Contact Information *(address, postal code, phone, email, contact person if relevant):*
Opening Hours:
Website:

Finnpartnership Spotters/ Collaborators

Links to other organizations *(example below)*



[EC's Trade Helpdesk \(formerly Export Helpdesk\)](#)

[Customs in Finland](#)

[Centre for the Promotion of Imports from developing countries \(CBI\)](#)

[SheTrades](#)

(Insert other trade/ business related organizations in the country)

5. OFFICIAL CONTACTS

(Listed in this section includes the official information of government agencies and public institutions that are involved in trade and business. This section may be adjusted based on the country's context, country's government and organizational structure/s which includes relevant ministries.)

Ministry of Foreign Affair

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Ministry of Finance

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Ministry of Industry and Trade

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Ministry of Planning and Investment

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Ministry of Agriculture and Rural Development

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

Ministry of Transport

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

Ministry of Education and Training

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

Ministry of Science and Technology

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

Ministry of Health

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

(Insert other relevant major trade/business governmental agencies, public institutions, tax authorities, export/import agencies)

6. UN ORGANIZATIONS AND INTERNATIONAL ORGANIZATIONS

(Listed in this section are UN organizations and Programmes and other main international organisations in the country. The examples provided below may be adjusted based on the country's context.)

United Nations Development Programme (UNDP) Office in

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

United Nations Human Settlements Programme (UN-Habitat) Office in

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

United Nations Conference on Trade and Development (UNCTAD) Office in

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

United Nations Environment Programme (UNEP) Office in

Description and Services *(max 5 lines):*

Contact Information *(address, postal code, phone, email, contact person if relevant):*

Opening Hours:

Website:

Global Environment Facility (GEF) Office in

Description and Services *(max 5 lines):*

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

United Nations University (UNU) Office in

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

Food and Agriculture Organization of the United Nations (FAO) Office in

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

International Labour Organization (ILO) Office in

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

United Nations Industrial Development Organization (UNIDO) Office in

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

United Nations Educational, Scientific and Cultural Organization (UNESCO) Office in

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

World Health Organization (WHO) Office in

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

World Bank (WB) Office in

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

Asian Development Bank (ADB) Office in

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

Africa Development Bank (AfDB) Office in

Description and Services (*max 5 lines*):

Contact Information (*address, postal code, phone, email, contact person if relevant*):

Opening Hours:

Website:

7. EMERGENCY CONTACTS AND OTHER INFORMATION

Common Emergency Contacts/ MFA travel recommendation website

List of Main Banks

Mobile Operators

Startup Fitness Method

Startup Fitness Method is a method developed by Dr. Stephen Fox, Scientist at VTT, Finland. It is developed to assist start-up companies to fit with the new environment by defining survival parameters. The method is based on the idea that the better the fit with the environment, the more the company has likelihood for survival and growth in the environment.

Finnpartnership encourages all the grant receivers to familiarize with this method. It is free-of-charge and there are already successful cases of using it with start-ups. The workbook is shared as a separate attachment. In case you are interested in using the method as part of your project, you may contact Stephen Fox whose contact information is below.

Contact information:

- Name: Dr. Stephen Fox
- E-mail: Stephen.fox@vtt.fi
- Tel: +358407478801
- The full article about this methodology can be found [here](#)
-