

## **PHOENIX SISTER CITIES CRITERIA FOR SELECTION OF A SISTER CITY**

The following is a composite of different factors that should be considered when selecting a sister city.

### Overall Factors to Take into Consideration:

1. Genuine interest on both sides and infrastructure in place to support the affiliation.
2. Long-term commitment for a comprehensive relationship.
3. Comparative economic analysis of the relationship.
4. Adequate financial support for exchanges and maintenance of the sister city relationship.
5. Realistic assessment of what makes a successful sister city relationship.
6. Look for best results which will capitalize on existing strengths.
7. Separate emotional and political issues for political, economic, commercial and cultural realities.

### General:

1. Population
2. Similar geographic location (mountains, lakes, ports)
3. Comparison of key industries
4. Local ethnic population
5. Existing linkages (universities, businesses)
6. Does the city have other sister cities? Are they a success?
7. Role of the city and sister cities committees in the relationship.

### Political:

1. Geographic location
2. History of diplomatic relations

3. Present degree of cooperation between US and foreign country in political, economic, commercial and cultural fields

Economics:

1. Similar economic conditions
2. Level of government bureaucracy
3. Language/cultural patterns not treating barriers
4. Market analysis of industries
5. Investment climate/present investment levels
6. Branches of banks, factories, airlines present locally
7. Number of foreign residents locally

Commercial:

1. Trade exchange potential
2. Presence of foreign businesses/factories locally
3. Local businesses engaged in international activity
4. Liberal/restrictive trade climate
5. If a port city – port connections
6. Invisible trade (education, high tech, service, exports)
7. Active Chamber of Commerce in both cities
8. Airlinks
9. Diplomatic presence
10. Honorary consuls
11. Number of tourists

Cultural/Civic/Educational:

Presence of the following:

- |                       |              |
|-----------------------|--------------|
| 1. Museums            | 2. Theatres  |
| 3. Symphony/Orchestra | 4. Libraries |

- |                               |                            |
|-------------------------------|----------------------------|
| 5. Civic organizations        | 6. Newspapers/TV           |
| 7. Sport teams (amateur, pro) | 8. Hospitals               |
| 9. Schools (prim/second)      | 10. Colleges, universities |

**SCI AFFILIATIONS POLICY**

Time and experience have proven that the strength and stability of sister cities relationships depend heavily on the uniqueness of the one-to-one relationship.

Efforts by U.S. jurisdictions to establish official links with foreign jurisdictions that already have an active and recognized U.S. sister city, county or state will not be recognized by SCI.

Efforts by jurisdictions abroad to create multiple sister city, county or state affiliations in the U.S. will not be recognized by SCI.

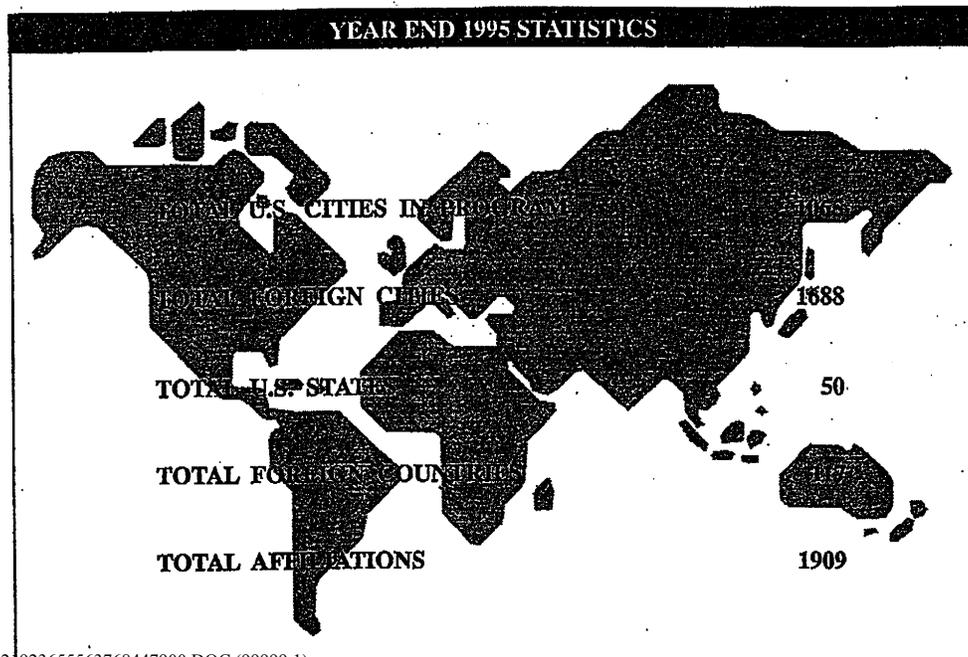
Efforts by a U.S. jurisdiction to initiate more than one sister city, county or state

affiliation in the same foreign country will not be recognized by SCI. If a U.S. community can support more than one affiliation, it should broaden its horizons and offer to link with jurisdictions in other nations.

Attempts by U.S. or foreign jurisdictions to establish duplicate links will not be recognized by SCI and will not be eligible for any services or grant programs from SCI.

This policy does not preclude other kinds of links, such as universities, chambers of commerce, service clubs, etc., but refers to official sister city, county or state affiliations.

*Please note, this policy went into effect on July 1, 1990. Cities that appear in this directory with more than one U.S. city were established prior to this date.*



## **POINTS FOR DISCUSSION FOR A PARTNERSHIP RELATIONSHIP**

1. State the source of the potential relationship – who made the suggestion?
2. What are the reasons that have been offered for entering into the partnership?
  - a. What exchanges are expected (be specific)?
    - i. Trade
    - ii. Business
    - iii. Cultural
    - iv. Youth
    - v. Other
3. Identify the level of interests and opinions of the following:
  - a. City Council
  - b. Businesses/Business Organizations (include international community organizations, departments of commerce, tourism, and other similar organizations).
  - c. Schools/Colleges.
  - d. Residences.
  - e. Organizations/Clubs.
4. Complete the questionnaire for criteria for selection of a sister city and include any further information about the proposed partner, including press clippings.

5. Who is going to be responsible for the day-to-day running of the partnership?
  - a. Identify committee members.
  - b. Has the City Council given its support?
  - c. Who will meet the initial costs (e.g., stationery, postage, telephone and copying)?
  - d. Travel expenses.
6. Can the partnership relationship be consummated without visiting the partnership?
7. Funding:
  - a. What is the overall cost for the relationship?
  - b. What is the City Council contribution?
  - c. Business and financial support.
  - d. Local fund raising.
  - e. United States Information Agency funds.
8. What are the expectations of the overseas partner?
9. Is an official partnership charter to be signed?

## **REQUEST FOR A PARTNERSHIP**

### **General Questionnaire**

This document is the basis of the partnership application. The information and details given are those which are taken into account when the initial matching process is undertaken. The details should therefore be accurate and reflect the true nature of the proposed partner.

A translation into English of material information is useful.

### **Illustrative material**

Useful items to include are as follows:

folder/scrapbook describing the community  
photographs  
postcards  
tourist brochures  
map/city plan/guide book  
short history of the proposed partners  
list of organizations/associations  
list of businesses/companies  
college and university information brochures on the Proposed Partner's businesses

### **GENERAL CHARACTERISTICS OF PROPOSED PARTNER**

1. Name of Proposed Partner (check Sister Cities International Directory to determine if existing United States Sister City):
  
2. County or region (state existing sister city partnerships from such country):
  
3. Population:
  
4. Relationship of Proposed Partner to larger region:
  
5. Area (square miles):

6. Geographical location (brief description of area giving distances from main town or cities) – Provide maps:

7. General characteristics (brief outline of nature of proposed partner; geographical characteristics/climate/desert city?):

8. Governmental Organization (include description of relationship of “partnership organization” in the government and how decisions on additional partners are made):

9. Nearest Airport and time/distance from such airport to proposed partner (state current air routes between proposed partner and Phoenix and current fares):

10. Principal Economic Activities:

a. Identify the specific areas of mutual economic interest between Phoenix and the proposed sister city which will facilitate greater ties between local businesses.

b. Describe the general economic conditions of the prospective Sister City for the past ten years.

c. Describe the current general economic conditions of the proposed Sister City.

d. Identify the ten largest industries.

e. Identify and describe the ten largest businesses:

i. Are the organizations public, private or government owned?

ii. State the number of employees.

- iii. State the yearly sales.
- iv. State the percentage of sales done in the United States.
- v. State the percentage of sales from operations in Arizona.
- f. Do the above major business have offices or facilities in the United States? Identify those businesses that have facilities in the United States.
- g. List businesses in the prospective Sister City that currently do business in Arizona.
  - i. Describe the businesses.
  - ii. State the gross sales from such operations.
- h. List Arizona businesses doing business in the prospective Sister City.
  - i. Describe the businesses.
  - ii. State the gross sales from such operations.
- i. Identify all businesses that have agreed to provide financial support to the Sister Cities relationship.
  - i. State the amounts of financial support.
  - ii. State the number of years the financial support has been committed.

- iii. State whether or not the businesses will provide staff assistance.
  
- j. State whether the prospective Sister City has a political subdivision or commission devoted to international economic and business relations. If so:
  - i. describe services of the subdivision or commission and list examples of successes of commission.
  
- k. Does the prospective Sister City have a chamber of commerce to promote international commerce? If so:
  - i. Identify by name the chamber of commerce.
  - ii. Describe the functions of the chamber of commerce.
  - iii. Give examples of successes of the chamber of commerce.
  
- l. Identify any existing or potential restrictions on business development or business relationships.
  
- m. Tourism (include estimate of current tourist visits between proposed partner and Phoenix):
  
- n. Agriculture:
  
- o. Other Business/Economic Considerations:

11. Educational Facilities:

Number of Schools

Total Number of Pupils

Nursery

Primary

Secondary

Colleges/Universities/Vocational (please state and describe):

12. **Leisure Activities.** Please attach a detailed list of Leisure Activities:

- Sports facilities
  
- Cultural activities (societies, groups and pursuits, e.g. theatre, art, orchestras)
  
- Youth services and facilities
  
- Associations and Clubs
  
- Tourist attractions

13. **Historical Connections:** (Note any major historic events, buildings, monuments or famous people)

14. Describe any existing exchanges between proposed partner/country and Phoenix.

15. For the proposed partner, list any existing partnership arrangements or other permanent relations and experience with such partnerships/permanent relations:

16. National/International awards received by proposed partner:

17. Contact:

NAME:

POSITION (describe in context of relationship to proposed partner government):

ADDRESS:

ZIP CODE:

TEL. NO:

FAX NO:

18. Has a partnership committee been formed for the proposed partner?  
\_\_\_ YES \_\_\_ NO

If yes, committee members:

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PLEASE RETURN TO:  
Phoenix Sister Cities Commission

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LETTERS OF INVITATION AND ACCEPTANCE  
PROTOCOLS OF AGREEMENT  
MEMORANDUMS OF UNDERSTANDING

GENERAL GUIDELINES AND INSTRUCTIONS

1. Should be written in English and in the language of the counterpart abroad.
2. Should be signed by the chief elected official of each counterpart or by his/her designated representative.
3. Recommend that Protocols of agreement and Memorandums of Understanding be reviewed and updated every few years.
4. Protocols of Agreement or Memorandums of Understanding are usually signed during the official ceremonies sealing the affiliation. Be sure both parties get a complete signed set for their respective archives and records. Send a copy to Sister Cities International.