

ROCKVILLE SISTER CITY CORPORATION

111 MARYLAND AVENUE
ROCKVILLE, MD 20850
UNITED STATES OF AMERICA

PILOT EXCHANGE VISIT PROTOCOL

The following are Rockville Sister City Corporation (RSCC) companion documents to this protocol:

1. Rockville Sister City Corporation Policy on Forming New Sister Cities
2. Rockville Sister City Corporation Procedure to Become a Sister City with Rockville

The following principles govern the pilot exchange visits between Rockville and a prospective sister city:

- A. The exchange visits are reciprocal. Each city hosts a visit from the prospective sister city partner.
- B. The exchange visits have a theme. Possible themes include, but are not limited to, sports (e.g., soccer teams, swim teams); hobbies (e.g., photography, bicycling, painting, cooking); youth (e.g., students in high schools); occupations (e.g., firemen, policemen, lawyers, doctors, nurses, teachers, engineers); culture (e.g., music, dance, literature, theatre); celebrations (e.g., anniversaries, national holidays).
- C. The visiting delegation shall be composed predominately of non-government community members that actively participate in the theme for the exchange visit. Note, while visits by delegations composed predominately of elected and appointed officials are welcome, they do not fulfill either the goal described in the *RSSC Policy on Forming New Sister Cities* or the intent of involving non-government community groups as described in the *RSCC Procedure to Become a Sister City with Rockville*.
- D. The exchange visits are to be of sufficient duration to allow for the activities in the theme to be fulfilled in a meaningful way.
- E. At least 30 days prior to the visit the visiting delegation shall explicitly declare a delegation leader (head of delegation).
- F. At least 30 days prior to the visit the host city designates a single point of contact responsible for the logistics for the visiting delegation.
- G. Exchange visits are self-financed. Both visiting and receiving city governments and the respective community organizations supporting the prospective relationship are not required to contribute financially to an exchange visit.
- H. To the extent possible visiting delegates are hosted in homes of the receiving city.

Adopted by the Board of Directors, Rockville Sister City Corporation, on May 15, 2018.