

ROCKVILLE SISTER CITY CORPORATION

111 MARYLAND AVENUE
ROCKVILLE, MD 20850
UNITED STATES OF AMERICA

PROCEDURE TO BECOME A SISTER CITY WITH ROCKVILLE

In order to assess the merit and feasibility of establishing a Sister City relationship with the City of Rockville (here forward, Rockville), the Rockville Sister City Corporation (RSCC) follows a four-step process:

1. The prospective Sister City provides information such as, but not limited to,
 - a. The characteristics of their city and surrounding area,
 - b. The expected value from the relationship, and
 - c. The resources available to implement a viable, mutually beneficial, long-term relationship.
2. If the information above supports a relationship, two non-government community groups, one in each city, together plan and implement reciprocal exchange visits.
3. After the reciprocal exchange visits are complete the two non-government community groups, one in each city, together
 - a. Prepare a report describing the outcomes of the reciprocal exchange visits and
 - b. Propose in a written document a three-year plan of activities (exchange visits) between the two cities.
4. If the report and proposal above merit action the RSCC Board makes a recommendation to the Mayor and Council of Rockville.

RCSS requires specific information with regard to a city (provided by either government or non-government community groups, foreign or domestic) in order to assess the potential for a Sister City relationship with Rockville. The following 11 questions serve as a guide for providing that information. Responses to the 11 questions should be prepared in a separate, stand-alone document. *All the information provided is available to the public.*

The questions are–

1. Who is submitting this information?
 - a. Date of submittal
 - b. Name of prospective Sister City and country
 - c. URL for the website of the prospective Sister City
 - d. Names of 5 residents of Rockville willing to participate in the Sister City relationship
 - e. Individual submitting this information
 - i. Full name
 - ii. Postal address
 - iii. Email address
 - iv. Telephone number

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- v. Entity (organization) represented
 - vi. Role and responsibility (position) of the individual submitting the information
2. Has the Mayor (or equivalent) of the prospective Sister City forwarded to the Mayor and Council of Rockville a written expression of interest to form a Sister City relationship? If so, please provide a copy of the document. The Mayor (or equivalent) of the prospective foreign city must state his/her interest to become a Sister City with Rockville.
3. What are the benefits to Rockville and its communities - such benefits include, but are not limited to, cultural, educational, economic and humanitarian? How do the benefits support the goal of RSCC as found in the policy on "Forming a New Sister City Relationship?"
4. What are the characteristics of the prospective Sister City and its surrounding region, e.g., population, land area, etc.? Which of these characteristics are similar to those of Rockville and its surrounding region?
5. What academic institutions or community organizations in the prospective Sister City might add value to the Sister City relationship? Describe the value added.
6. What cultural and historical attractions are located within or near the prospective Sister City?
7. Is there a significant presence in and around Rockville of people or entities willing to commit to participate in and support a relationship with the prospective Sister City? If so, then demonstrate this community support for the relationship through one or more of the following:
 - a. Identify individuals participating in a related unique support civic group
 - b. Identify local academic or cultural institution support agreements
 - c. Identify local commercial enterprise support agreements
 - d. Provide testimony and statements by individuals willing to interact with residents and institutions of the new prospective Sister City
8. Is there a significant presence in and around the prospective Sister City of people or entities willing to commit to support a relationship with Rockville? If so, then demonstrate this community support for the relationship with Rockville through one or more of the following:
 - a. Identify individuals participating in a related unique support civic group
 - b. Identify local academic or cultural institution support agreements
 - c. Identify local commercial enterprise support agreements
 - d. Provide testimony and statements by individuals willing to interact with residents and institutions of Rockville
9. Are there any existing relationships between the prospective Sister City and Rockville? If so, please describe them and their purpose.

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10. What programs and relationships would you like to see developed between Rockville and the prospective Sister City? How would you envision these programs and relationships being formed? Being lead? Being financed?
11. Are there any existing Sister City type relationships between the prospective Sister City and other foreign cities? If so, please describe them.

RSCC wants the participants in the communities of both cities, the prospective Sister City and Rockville, to succeed in a workable and beneficial relationship. Once RSCC believes the information provided in items 1 through 11 above supports a Sister City relationship, the Board shall form an ad hoc committee to carry out reciprocal exchange visits between the two cities. The exchange visits are to be carried out under the "Pilot Exchange Visits Protocol".

Send this information along with supporting documentation to—

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111 Maryland Avenue
Rockville, MD 20850
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