

CITY OF MINNEAPOLIS/MEET MINNEAPOLIS GLOBAL PARTNERSHIPS

PROCESS AND CRITERIA FOR SISTER CITY RELATIONSHIPS

Approved by the Minneapolis City Council July 17, 1998, revised October 2, 2009

A. Process for establishing new sister city relationships

Organizations interested in starting a sister city relationship should contact the City of Minneapolis Intergovernmental Relations Department to discuss the requirements for submitting a proposal. To be considered a proposal must meet the requirements described below. Submission of a proposal does not guarantee that Minneapolis will enter into a sister city relationship.

All proposals will be reviewed by a committee with representation from:

- Mayor's office – 1 representative
- City Council office – 1 representative
- City Coordinator's office – 1 representative
- Meet Minneapolis – 1 representative
- Sister city committees (2) – 2 representatives

The committee may choose to recommend or not recommend a proposal. If the committee recommends a proposal for consideration the recommendation and proposal will be sent to the Intergovernmental Relations (IGR) Committee. If approved by the IGR Committee, the proposal will be submitted to the City Council for review and approval.

All sister city relationships must be approved by the City Council and Mayor before an official invitation to proceed can be extended.

The following definitions are used for the purpose of this document:

Sponsor organization: A Minneapolis organization that will manage the sister city relationship. The organization must be based in Minneapolis, and either designated by the Internal Revenue Service as a 501c3 non-profit and registered with the Minnesota Secretary of State or have a fiscal agent that meets the same criteria.

Sister city committee: The same as the sponsor organization or a committee of the sponsor organization organized to manage the sister city relationship.

Sister City: A city that has a formal relationship with Minneapolis recognized by a Sister City Agreement.

Sister City Agreement: A memorandum of understanding between Minneapolis and another city outlining the terms of the sister city relationship.

Sponsor Agreement: A memorandum of understanding between the City of Minneapolis and a sponsor organization outlining the requirements for managing the sister city relationship.

B. Proposal Requirements

1. Demographic profile of the proposed sister city.
2. Description of the benefits to both cities.
3. Description of how the sister city relationship will support the international goals and objectives of the City of Minneapolis.
4. Membership list for the proposed sister city committee.
5. Letters of commitment from members of the proposed sister city committee.
 - a. Intent to become active members of the sister city committee.
 - b. A commitment to make the organization financially self-sufficient and a willingness to raise money.
6. Summary of activities to date.
7. Two-year work plan projected from the date of the City Council preliminary approval, including arrangements for formalizing the relationship.
8. Budget for the work plan with identified funding sources.
9. Description of the proposed sister city's expectations for the relationship with Minneapolis.
10. Letter of invitation from the Mayor of the proposed sister city.
11. List of at least 25 Minneapolis residents interested in participating in the sister city relationship. This must include address, phone number and e-mail address for each person.
12. Letters of collaboration from businesses, educational institutions or other partners.
13. Optional: letters of support.

C. Criteria

1. Minneapolis does not have a sister city relationship with any other cities in the country.
2. The economic, political, cultural and geographic profiles of the two cities indicate common elements which make them a good match.
3. The relationship is multi-purpose and presents the opportunity for benefits to both cities.
4. The sister city relationship supports the City of Minneapolis international goals and objectives.
5. There is solid current and long-term local support for the new relationship.
 - a. Business connections
 - b. Financial support from groups and individuals
 - c. Governmental, educational and cultural interest
6. The potential short-term and long-term benefits outweigh the public costs of entering into the relationship.
7. The potential sister city has demonstrated strong interest in and commitment to the relationship.
8. There is evidence of prior exchanges between Minneapolis and the country where the potential sister city is located.
9. There is involvement from Minneapolis residents.

D. Requirements for creating and maintaining a sister city relationship

If a sister city relationship is approved, the following steps will be followed. These are subject to change based on the requirements of Sister Cities International.

1. The Mayor of Minneapolis will send a letter to the mayor of the proposed sister city.
2. The Sister City Agreement is developed.
3. The mayors sign the Sister City Agreement.
4. The Sister City Agreement is filed with Sister Cities International.

In addition, the sponsor organization will be required to enter into a sponsor agreement with the City of Minneapolis.

As part of the Agreement the sponsor organization will be required to:

- Be designated by the Internal Revenue Service as a 501c3 non-profit and registered with the Minnesota Secretary of State or have a fiscal agent that meets the same criteria.
- Participate in meetings organized by Meet Minneapolis.
- Present an annual work plan and budget.
- Present an annual report.
- Provide representation at events such as Sister Cities Day.
- Facilitate exchanges between Minneapolis and the proposed sister city.
- Provide volunteer and financial resources to support the Sister City Agreement.
- Maintain an active sister city committee, including the recruitment of new participants.
- Make available meeting minutes of the sister city committee.

E. City of Minneapolis International Goals & Objectives

GOALS

1. Provide opportunities for City officials and others to position Minneapolis as a world-class city and center for international business.
2. Develop avenues for local businesses who want to establish or expand international commercial initiatives.
3. Increase citizen awareness of the influence and impact that foreign policy and the global marketplace have on our community.
4. Provide more options for citizens to experience, understand and appreciate other cultures.
5. Expand and enrich existing international relationships.

OBJECTIVES

1. Explore economic development synergies between cities.
2. Share best practices for city government.
3. Develop and support educational, cultural and people-to-people exchanges.
4. Use sister cities as a catalyst for international promotion.