



Whitewater Municipal Building Community Room,
312 West Whitewater St., Whitewater, WI 53190
*In Person and Virtual

Monday, June 03, 2024 - 5:00 PM

EOC

Jun 3, 2024, 5:00 – 6:30 PM (America/Chicago)

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AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

A committee member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the council to be implemented. the agenda shall be approved at reach meeting even if no changes are being made at that meeting.

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.

OLD BUSINESS

- 1. Approval of the meeting minutes for May 6,2024

NEW BUSINESS

- 2. Combination of Disability Right Committee and Equal Opportunities Commission (EOC)

CONSIDERATIONS / DISCUSSIONS / REPORTS

- 3. Welcome to Whitewater Graphic- English & Spanish
- 4. Sister City

FUTURE AGENDA ITEMS

5. Grants

ADJOURNMENT

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.



ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE EQUAL OPPORTUNITIES COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN.

EQUAL OPPORTUNITIES COMMISSION MINUTES OF MONDAY, MAY 6

1. Call to Order and Roll Call –The virtual meeting came to order at approximately 5:04 pm. Present at the meeting were Common Council Representative Brienne Brown, Orin Smith, citizen members Tery Tumbarello, Mary Ann Zimmermann and Tia Schultz. Also present was staff support, Chief of Staff Becky Magestro, Director of Economic Development, Taylor Zeinert, Cameron Zeinert, intern
2. Approval of the Agenda was motioned by Brienne Brown and Seconded by Orin Smith
3. Hearing of Citizen Comments. – There were no citizens in attendance.
4. Old Business
 - a. Update on Whitewater Graphic
 - i. EOC approves the English version of the Welcome to Whitewater flier. EOC requested that the flier be translated into Spanish. Staff shared once translated, the updated flier will be presented to the EOC.
5. New Business
 - a. Discussion and possible action regarding creating a Sister City
 - i. EOC discussed the interest in the Sister City located in Mexico but needed additional information in English. Brienne Brown shared she would provide the appropriate information in English.
 - b. Discussion and possible action regarding future Grants
 - i. Chairman Brienne Brown said she would provide Grant information in the at the August meeting.
 - c. Discussion and Possible Action of Combining Disability Rights Commission and EOC
 - i. Cameron Zeinert, intern for the City of Whitewater, provided information for the possible combination of committees. Disability Rights and EOC. At the next meeting the documents with the changes will be presented to EOC.
6. Adjournment –Brown made a motion to adjourn with a second from Tumbarello. The motion passed by unanimous voice vote.

The meeting ended at 5:41 pm.

Respectfully submitted,
Becky Magestro, Chief of Staff

DRAFT



EOC Agenda Item

Meeting Date:	April 25th, 2024
Agenda Item:	Combination of the Equal Opportunity Commission and the Disabilities Committee
Staff Contact (name, email, phone):	Taylor Zeinert tzeinert@whitewater-wi.gov 262-473-0101

BACKGROUND
(Enter the who, what, when, where, why)

Who: The City of Whitewater is proposing the establishment of a new unified body called the Equity Opportunity Commission (EOC).

What: The EOC will integrate the functions and responsibilities of the existing Equal Opportunity Commission (EOC) and the Disabilities Committee, enhancing efficiency and effectiveness in addressing equity and accessibility issues within our community.

When: The proposal will be presented to the current Equal Opportunity Commission and then to the City Council for approval.

Where: The Equity Opportunity Commission will operate within the City of Whitewater, serving residents and addressing equity concerns within the municipal jurisdiction.

Why: The initiative aims to foster equity, inclusivity, and accessibility for all residents of Whitewater by providing a comprehensive and streamlined approach to addressing discrimination and promoting equal opportunity. By combining the efforts of existing commissions, the EOC will optimize resources, enhance coordination, and advance meaningful change toward a more equitable and inclusive community.

Equitable refers to the principle of fairness and justice in applying laws or regulations. Specifically, it involves providing remedies, outcomes, or opportunities that are just and impartial, considering the particular circumstances and needs of individuals or groups involved. Equitable treatment aims to ensure that everyone is treated fairly and that disparities or injustices are addressed appropriately based on the specific situation at hand.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

N/A

FINANCIAL IMPACT
(If none, state N/A)

N/A

STAFF RECOMMENDATION

N/A

Item 2.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Reference new EOC proposal attachment.

2.44-Equitable Opportunity Commission (EOC)

2.44.10 Purpose

- a. This municipal ordinance aims to promote equity and opportunity within the city of Whitewater by establishing an Equitable Opportunity Commission. The commission's objective is to advance the city's commitment to being a welcoming, affirming, and inclusive community where all individuals have equal access to rights and opportunities without discrimination based on race, color, ethnicity, national origin, gender, sexual identity, disability, or any other identity.
- b. This ordinance seeks to empower the Equitable Opportunity Commission, a dedicated body, to address and mitigate systemic barriers and discrimination in housing, education, employment, and public accommodations. The commission, with its commitment to studying, analyzing, and recommending solutions, will focus on promoting fair treatment and eliminating disparities. By enacting this ordinance, the city aims to foster a more just and equitable environment where every resident and worker in Whitewater can thrive and participate fully in community life.
- c. The City of Whitewater affirms the rights of individuals with disabilities to fair and equal access to city services, programs, and benefits. Per the United States and Wisconsin Constitutions, and to promote public health, safety, and general welfare, the city enacts this chapter to prohibit discrimination against persons with disabilities. The Equitable Opportunity Commission is hereby established with the authority to address grievances of individuals with disabilities concerning city actions or inaction.

2.44.015-Definitions

- a. "Equitable" refers to the principle of fairness and justice in applying laws or regulations. Specifically, it involves providing remedies, outcomes, or opportunities that are just and impartial, considering the particular circumstances and needs of individuals or groups involved. Equitable treatment aims to ensure that everyone is treated fairly and that disparities or injustices are addressed appropriately based on the specific situation at hand.

2.44.020- Membership and Officers

- a. The Equitable Opportunity Commission shall consist of seven members, including five to six citizen members appointed in accordance with the procedure outlined in Whitewater Municipal Code Section 2.12.011, and at least one but not more than two city council members. Citizen members must be residents of the City of Whitewater, residents of the Whitewater United School District, or employed within the City of Whitewater.
- b. Members of the commission shall possess personal or professional experience relevant to eliminating racial or other forms of discrimination.
- c. Following this chapter's enactment, two citizen members shall be appointed for one-year terms, two for two-year terms, and two for three-year terms. Thereafter, citizen members shall serve three-year terms. City council-appointed members shall serve one-year terms. The purpose and provisions of this chapter shall be implemented by the Whitewater

Equitable Opportunity Commission, comprising five members appointed by the city manager and common council president within ten days of filing a grievance. If the city manager has a conflict of interest, the council president shall make the appointments. Appointees shall serve until all pending grievance proceedings are completed, or for a maximum of three years.

2.44.030- Duties and Powers

- a. To adopt, amend, publish, and rescind rules for governing its meetings and hearings.
- b. To request assistance from city staff to promote the purposes of this chapter, subject to the approval of the city manager, and to describe their duties.
- c. To receive and investigate all grievances alleging any discriminatory practice prohibited by this chapter.
- d. To recommend to the city manager, for common council consideration, any budget and/or legislation necessary to further promote the purposes of this chapter and to file annual written reports of its work with the city clerk.
- e. Facilitate compliance with federal, state, and local laws relating to equal opportunities in education, employment, housing, and recreation through informational programs.
- f. Examine all aspects of relations between races and ethnic groups fairly and objectively, fostering awareness, understanding, and appreciation of racial and ethnic diversity in the community.
- g. Identify problems of racism and other forms of discrimination in the community and city services, recommending solutions and positive courses of action to the general community, city council, and city manager.
- h. Initiate public programs and studies and promote privately sponsored programs and studies that aid in accomplishing the commission's purposes and duties, including forums for dialogue on racism to improve community relations.
- i. Conduct public hearings in accordance with city ordinances and the commission's rules of procedure, addressing grievances filed under section 2.44.060 related to discrimination and equitable opportunity within the city.

2.44.040-Meetings

- (a) Meetings of the commission shall be held on dates determined by the commission.
- (b) Special meetings shall be held at the location designated in the notice of the meeting. Special meetings may be held by the commission chair or at the written request of three members.
- (c) Public notice of all commission meetings shall be given in accordance with the state of Wisconsin's open meetings law.

2.44.050-Officers and Duties

- a. The Equitable Opportunity Commission shall select a chair, vice-chair, and secretary at the commission's first meeting each year. The chair shall preside over all meetings of the

commission. The vice-chair shall preside over the meetings in the chair's absence. In the absence of the chair and vice-chair, a chair pro tem shall be chosen from those present and shall preside. The secretary shall record the minutes of each meeting and shall transmit a written copy of the minutes and the commission records to the city clerk, who shall be the custodian of the commission's records.

2.44.060-Prohibited city practices and grievance procedure

(a) It shall be a prohibited discriminatory practice for the city of Whitewater or its officers or employees to do any of the following:

(1) To refuse to furnish services or facilities, whether ordinarily provided pursuant to legal duty or local custom, when such refusal is based to any degree on consideration of age, race, creed, color, disability, marital status, gender (or gender identity), national origin, ancestry, sexual orientation or military service.

(2) To aid or perpetuate discrimination against such individuals by funding an agency, organization, or person that discriminates on the basis of age, race, creed, color, disability, marital status, gender (or gender identity), national origin, ancestry, sexual orientation, or military service while directly providing the City of Whitewater with services or facility use opportunities.

(b) Grievances alleging discrimination by the city, its officers, employees, or departments, prohibited by this chapter, shall be in writing. The individual may initiate such grievance, or any commission member may initiate it at his or her initiative. It shall contain:

(1) Name and address of the aggrieved;

(2) Name and address of the individual or department against whom the grievance is alleged;

(3) A statement setting forth the particulars of the alleged discrimination or discriminatory practice;

(4) A request for an action that can be taken to solve the grievance and suggested solutions for the commission to review.

(c) Grievances shall be filed with the city clerk, who shall forward a copy of the grievance to the city manager and the commission's chairperson. The city manager shall designate a staff person who shall attempt to resolve the matter with the aggrieved person. Suppose a solution is not agreed upon between the aggrieved and the staff. In that case, the matter shall be placed on the agenda of a commission meeting scheduled at an accessible site within thirty days of receipt of the grievance. Notice of the meeting shall be given to the aggrieved party at least ten days before the meeting date, and it will be scheduled at a time convenient to the aggrieved and the commission. At the meeting, the commission shall schedule the matter for hearing on a future date and make any other procedural orders necessary to allow the parties to present their position at the hearing properly.

(d) The complainant may withdraw the grievance at any time and may, subject to the commission's approval, amend it under such terms as the commission shall allow. Notice of amendment or withdrawal shall be given to all parties.

(e) At the hearing, the aggrieved and/or an agent designated by the aggrieved person and a staff person or other individual assigned by the city manager to represent the city's position shall present oral and/or written information under oath at the hearing. After the parties have been allowed to present all information, the commission shall make written findings of fact and conclusions, and if no violation is found, the commission shall dismiss the grievance. If a violation is found, the commission shall issue a proposed order and forward it to the city of Whitewater Common Council for consideration. The council may affirm, modify, or reverse the order.

(f) No commissioner who files a grievance on his or her initiative shall participate in any subsequent hearing or proceeding except as a witness and shall not participate in the commission's deliberations in such case.

2.44.070-Quorum

Four voting members shall constitute a quorum sufficient to transact business. A majority of members voting may adjourn any meeting.

2.44.080-Voting

A majority vote shall be necessary to adopt any motion, resolution, or other proposed action, except where a greater number is required by law.

2.44.090-Rules of procedure and by-laws

A copy of the commission's approved bylaws and rules of procedure, if any, shall be filed with the city clerk.

2.44.100-Inspection of Records

Records of the commission shall be available for public inspection, unless exempt from disclosure under the Wisconsin Public Records Laws.

2.44.110-Compensation

All members shall serve without compensation.

2.44.120-Subcommittees

a. The commission chair may appoint standing or temporary subcommittees, subject to confirmation by the commission. Temporary committees shall dissolve no later than six months after their creation, unless their term is extended by affirmative vote of the majority of the commission. Extensions may be granted in increments of six months or less.

b. Members of subcommittees need not be members of the commission.

c. Public notice of all subcommittee meetings shall be given in accordance with the Wisconsin Open Meetings Law



Council Agenda Item

Meeting Date:	April 10, 2024
Agenda Item:	Welcome to Whitewater Graphic
Staff Contact (name, email, phone):	Becky Magestro, bmagestro@whitewater-wi.gov , 262-473-0101

BACKGROUND
(Enter the who, what, when, where, why)

The requested changes that were discussed at the April 1st, 2024 meeting, were made.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

N/A

FINANCIAL IMPACT
(If none, state N/A)

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED
(If none, state N/A)

Graphic attached

Welcome to WHITEWATER



Community Resource Directory

Aggregated contact information for a variety of resources, such as churches, libraries, schools, transportation, etc.



Item 3.

We're glad that you're interested in joining our community!

This flyer outlines general information about the City, as well as our wealth of publicly available resources.



City Services

Learn about the services offered by the City, including public parking, maps, voting info, garbage collection, etc.



City Government & Municipal Code

Check City codes and ordinances here. You will also find a bulletin of City Boards & Commissions, as well as their meeting minutes, agendas, and directories.



Follow Us on Social Media



City of Whitewater



city.of.whitewater



Whitewater Community TV



City of Whitewater

City of Whitewater Mission Statement

The City of Whitewater provides efficient and high-quality services which support, living, learning, playing, and working in an exceptional community.

2023-2024 City Manager Plan

View the City of Whitewater's vision statement, and City Manager John Weidl's strategic plans for the community in the future.



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Whitewater Municipal Building

312 W Whitewater St.
Whitewater WI 53190 262-473-0500



Bienvenida a WHITEWATER



Directorio de Recursos Comunitarios

Una colección de información de contacto para un variedad de recursos, como iglesias, bibliotecas, escuelas, transporte, y más



Item 3.

¡Nos alegra que esté interesado en unirse a nuestra comunidad!

Este folleto describe información general sobre la ciudad, así como nuestra riqueza de recursos disponibles públicamente.



Servicios de la Ciudad

Conozca los servicios que ofrece la ciudad, incluyendo estacionamiento público, mapas, información de votación, recolección de basura y más



Gobierno de la Ciudad y Código Municipal

Consulte los códigos y ordenanzas de la ciudad aquí. También encontrarás un boletín de Juntas Municipales y Comisiones, así como su reunión actas, agendas y directorios.



Síguenos en las redes sociales



Ciudad de Whitewater Estado de la Misión

La ciudad de Whitewater ofrece servicios eficientes y de alta calidad que apoyan, viven, aprenden, jugar y trabajar en un comunidad excepcional.

2023-2024 Plan del Administrador de la Ciudad

Vea la visión de la ciudad de Whitewater declaración, y la del administrador municipal John Weidl planes estratégicos para la comunidad en el futuro.



Edificio Municipal de Whitewater

312 W Whitewater St.
Whitewater WI 53190 262-473-0500





Council Agenda Item

Meeting Date:	April 10, 2024
Agenda Item:	
Staff Contact (name, email, phone):	Becky Magestro, bmagestro@whitewater-wi.gov , 262-473-0101

BACKGROUND
(Enter the who, what, when, where, why)

Council member Brienne Brown requested that we explore and discuss the possibly of starting a Sister City.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

N/A

FINANCIAL IMPACT
(If none, state N/A)

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED
(If none, state N/A)

Attachment sent from Brienne Brown



SRE

Offices of the C. Secretary
General Directorate of Political Coordination

Guide for the Preparation of a State and Municipal Profile

The state or municipal profile is the letter of introduction of the locality. Therefore, it is recommended that it be a very specific and attractive document in terms of images and content, where the physical, population, economic and political characteristics of the city or municipality are stated and, especially, identify the three main topics of local interest to link with a possible foreign city. To

identify priority topics for collaboration with a foreign counterpart, it is important consult all areas of local administration. The Social Communication area could give the information a more attractive aspect, highlighting the aspects that are considered most relevant.

The minimum elements to include in the profile and their suggested length are listed below:

SECTION		EXTENSION
1.	NAME OF THE LOCATION AND PHYSICAL PROFILE [Geographic location of the town. Location in the state and country, territorial extension, physical characteristics of the locality. Main rivers, seas, type of climate	Half page
2.	LOCAL GOVERNANCE AND ECONOMIC OVERVIEW [Population of the state or municipality [Economic overview. It is suggested to consider the following data: 1. GDP per capita of the state or municipality. 2. Economically Active Population (EAP)a 3. Economic Sectors: primary, secondary and tertiary. 4. Main companies and foreign investments. 5. Programs or promotions for foreign trade. 6. Fiscal and other incentives offered to foreign investors	Two pages
3.	GOVERNMENT AND PUBLIC AFFAIRS [Formation and description of the local public administration [Organic structure [Main current authorities and period of government [Mention if there is an Office or area for international affairs and/or planning, international projects- mention the area and the person who will follow up on the contacts.	A page
4.	IDENTIFY THE THREE MAIN PROJECTS OR TOPICS OF INTEREST OF THE LOCATION [Identify three topics of local interest to link with a possible foreign city Mention whether the topics correspond to the guidelines of the municipal development plan, constitute a response to problems detected during the administration, or represent the adaptation of another local experience [If you have defined a project or activities to be developed with a city foreigner. What would they consist of? Short description. Indicate which governmental and, where appropriate, non-governmental actors would participate. in possible projects [Mention have been defined, where appropriate, what financial, material and/or Human resources would be necessary for the implementation of the projects. Indicate if they have other cooperation projects or agreements. twinning with foreign cities	One and a half pages
TOTAL		FIVE PAGES

It is recommended that the profile be presented in Spanish and English and, if possible, in the language of the foreign city of interest, as the case may be.



SRE

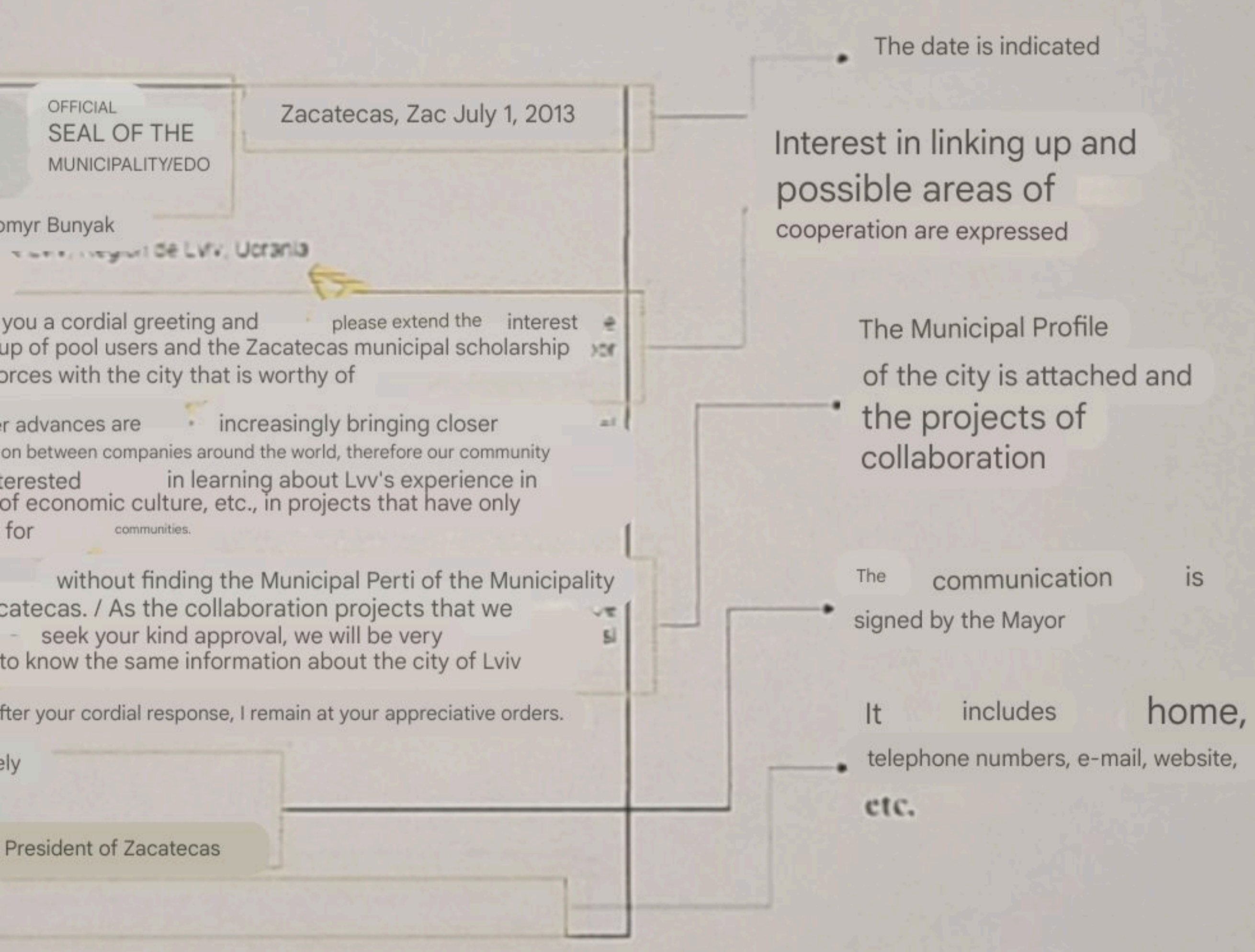
Offices of the C. Secretary
General Directorate of Political Coordination

Guide for the Preparation of a Letter of Intent

ent is the formal document that a local authority has to express
ng a potential foreign partner.

must indicate which are the topics of interest, clearly establishing
y a certain international partner has been chosen.

ommended that this communication be accompanied by the state
ofile, detailing the main characteristics, strengths and priorities.



example is sample. It is recommended to generate your own text th
expresses the intentions and motivations for each particular case.

Las ciudades pueden vincularse mediante hermanamientos y/o acuerdos de cooperación en algún tema específico. Es importante considerar que cualquier vinculación es una excelente oportunidad para llevar a cabo acciones de cooperación entre las ciudades, como puede ser el intercambio de conocimientos, de buenas prácticas. Estas acciones deben siempre llevarse a cabo de manera que el municipio se vea beneficiado y expresado and at all times

La Dirección General de Coordinación Política de la SRE

The DGCP is the link between the Foreign Ministry and the state and municipal governments. This Office provides assistance so that the International relations of local governments are carried out in a strategic manner, with a vision of the territory that seeks to address the priorities of the country.

A través de la DGCP, los municipios tienen acceso a los servicios que provee la SRE, así como de sus Embajadas y Consulados. various areas

- 1. IDENTIFICACIÓN
- Designar área de enlace



EXTERNAL RELATIONSHIPS



Offices of the C. Secretary
General Directorate of Political Coordination

Office No. DEP-0121/22
Mexico City, January 31, 2022

Blanca Haudoa Dreciado Pérez
Municipal President
Manuel Doblado, Guanajuato
Gift

With the pleasure of greeting you, allow me to inform you that our Consulate in Milwaukee has identified the interest of the authorities of the city of Whitewater in carrying out a twinning between that city and the town of San José de Otates, municipality of Manuel Doblado in Guanajuato .

Mr. Cameron Clapper is the City Manager of the City of Whitewater, Wisconsin, and speaks fluent Spanish, which has helped him better relate to the growing Hispanic population in that community. This project is supported by a group of compatriots, led by Miguel Aranda, a US citizen of Mexican descent and representative of the University of Wisconsin Whitewater.

The city of Whitewater is an enclave in a forest area, surrounded by lakes, lakes, and hills of the Kettle Moraine State Forest, which is located in southeastern Wisconsin. In addition to being one of the main university cities in the state, it is also a center of tourist attraction due to its wide range of recreational activities, mainly outdoors. It is worth mentioning that the vast majority of Mexicans who live and work in Whitewater and its surroundings are originally from San José de Otates, including Mr. Aranda's parents

Part of the purpose of establishing a Twinning of Cities between Whitewater and San José de Otates, includes projects that connect the community with its cultural roots, such as an annual Children's Day event, and also seeks to further integrate the Mexican community with the market. local city Whitewater City Market and Farmer's Market

Las ciudades pueden vincularse mediante hermanamientos y/o acuerdos de cooperación en algún tema específico. Es importante considerar que cualquier vinculación es una excelente oportunidad para llevar a cabo acciones de cooperación entre las ciudades, como puede ser el intercambio de bienes y servicios. Estas acciones deben siempre llevarse a cabo de manera estratégica, asegurando que las prioridades de la municipalidad sean expresadas y, a la vez, buscar obtener algún beneficio para la sociedad.

The General Directorate of Political Coordination of the SAT

The DGCP is the link between the Ministry of Foreign Affairs and the state and municipal governments. This Office provides support so that the international relations of local governments are carried out in a strategic manner, with a vision of the territory that seeks to address the priorities of the municipality. The best results The DGCF works to promote twinning with containment of cooperation.

Through the DGCP, traces of its remains in various areas of 50 come dentadas and Con

DENTIFICATION

Designar area de enlace



EXTERNAL RELATIONSHIPS

SECRETARÍA DE RELACIONES EXTERIORES



Stakeholders have reported that the city of Whitewater already hosts several special events and cultural activities that its Mexican counterpart can easily integrate into, such as "Maxwell Street Days," where small businesses sell their merchandise outdoors for a day in summer season.

Taken together, these initiatives constitute an ideal opportunity to expose the local Mexican culture of San José de Otates and the state of Guanajuato to the American population, not only of Whitewater, but of the region, which would include the promotion of tourist sites in the state of Guanajuato

In this sense, the Consulate proposes a first virtual meeting on the establishment process and the creation of this twinning, so this Office would appreciate it if you would indicate the availability of spaces in your agenda for holding said meeting. The officials Oscar Gerardo Solbes Treviño [osolbes@sre.gob.mx] and Francisco Rafael Chacón Vidales (fchacon@sre.gob.mx) will be attentive to provide the advice that may be required.

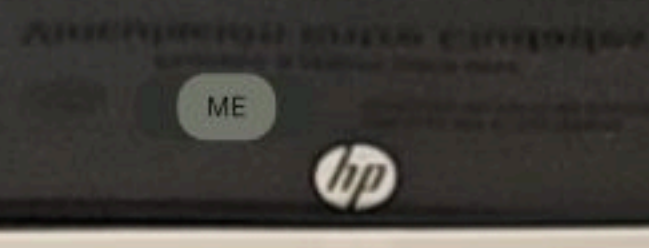
Finally, I would like to include the ABC of the internationalization of Mexican cities and other documents that will be useful for these purposes. I take this opportunity to send you a cordial greeting.

Attentive

LIC. XIMENA ESCOBEDO JUÁREZ
General Director of Political Coordination

XEJ/OS/rev

Ccp Eva Maria Hubion Juarez, Particular Secutaria of the C. Foreign Minister, For Your Knowledge
Julian Adem Diaz de Leon Acting Consul of Mexico at Milwaukee, Same end
Jchive MICE 094



Process to follow for
a Link between Cities.

Twinning and Cooperation Agreements on specific topics

Cities can be linked through twinning and/or cooperation agreements in a specific area. It is important to consider that any link is an excellent opportunity to carry out cooperative actions between cities, such as the exchange of knowledge of good practices. These actions must always be carried out strategically, ensuring that the municipality's priorities are expressed and, at all times, seek to obtain some benefit for society.

The General Directorate of Political Coordination of the SRE

The DGCP is the link between the Foreign Ministry and the state and municipal governments. This Office provides support so that the international relations of local governments are carried out strategically, with a vision of the territory that seeks to address the priorities of the municipality and provide the best results. The DGCP works to promote twinning with cooperation content

Through the DGCP, municipalities have access to the services provided by the various areas of the SRE, as well as their Embassies and Consulates.

1. IDENTIFICATION

- Designate link area

Even though the international issue is transversal to all areas of the municipality, where all areas can participate and all can benefit, it is important that a single area or liaison person be identified. Depending on the priorities of the municipality and its budgetary capabilities, the municipality should designate an area or an official in charge of international issues.

This person or area will be in charge of linking with the Ministry of Foreign Affairs, with cities and international partners, and within the municipality, linking its agencies with their counterparts.

Each area of the municipality will be responsible for attending to its own affairs in accordance with the powers of each of them.

Proceso a seguir para una Vinculación entre Ciudades

Hermanamientos and Cooperation Agreements on specific topics

Chadades can be linked through twinning and specific topic agreements. It is necessary to cooperate to carry out cooperative actions between the parties, such as exchange of knowledge of good practices. These actions should always be carried out strategically, taking care that they are prevented and en todo momento.

At the Direction General Polica de ta Sh

La DGCP es el vínculo de la Cancillería con los gobiernos estatales y municipales. Esta Oficina brinda el acompañamiento para que las relaciones internacionales de los gobiernos locales se lleven a cabo de manera estratégica, con una visión del territorio que busque atender las prioridades del municipio y brinde los mejores resultados. La DGCP trabaja en impulsar hermanamientos con contenido de cooperación.

A través de la DGCP, los municipios tienen acceso a los servicios que prestan las diversas áreas de la SRE, así como de sus Embajadas y Consulados.

- 1. IDENTIFICACIÓN
- Designar área de enlace



SRE

Oficinas del C. Secretario
Dirección General de Coordinación Política

Protests to follow for some Links between cities

- Involve citizens

It is recommended that municipalities accept and invite the participation of society. Entrepreneurs, academics, social groups, etc., have a lot to contribute to internationalization initiatives. These groups help ensure that international activity has continuity and transcends changes in administration. It is also an important ally to effectively communicate to the rest of society what is being done in this area.

- Create a municipal profile and establish local priorities

An important step in the internationalization process is to have a profile of the municipality. This document serves, first of all, so that the city can know itself, know its strengths and potential and establish its priorities and strategies.

The municipal profile will also serve as a letter of introduction to the municipality, since it will accompany the Letter of Intent when the municipality makes the proposal to link to the city it has chosen.

2. BINDING

- Identify Foreign counterpart and possible areas of opportunity Once


the municipality has studied its municipal profile, as well as its Municipal Development Plan and has established the priorities and goals it wishes to achieve, the time has come to choose the city that will be its partner

For example, if the municipality needs to solve a specific problem, then it is advisable to try to link up with a city that has that same problem. It is very likely that this city has developed some ingenious solution that it is willing to share. The municipality must also be willing to share its practices and knowledge with its foreign partner. Twinning that

are proposed with these criteria are much more likely to be maintained in the long term and give good results. Another good option are those cities where migratory groups originating from the municipality are located, which will help give content to the relationship.

- Exchange Letter of Intent and Municipal Profile

Once the city with which the municipality wants to link is identified, the Municipal President sends a Letter of Intent to the Mayor of the chosen city. This document, as its name indicates, is to express the intention of twinning or linking. In it the motivations are established


SRE
Oficinas del C. Secretario
Dirección General de Coordinación Política

Process to follow for a Link between Cities

that drive that intention and the interests and objectives that the municipality wishes to pursue. The Letter of Intent will be accompanied by the Municipal Profile, which will allow the municipality to identify its interest in joining the chosen city to know the

3 FORMALIZATION

city twinning is a movement that gained a lot of strength at the end of the Second World War. It was a cooperation mechanism between European cities that sought to heal the wounds of the war. This form of cooperation spread throughout the world, and has been declared by the United Nations Assembly as a form of cooperation between cities. Traditionally, cities have been twinned through acts, declarations and proclamations. In January 1992, in Mexico, publishes the Law on the Celebration of Treaties, which introduces the figure of the interinstitutional agreement, giving states and municipalities the power to sign this type of documents

An interinstitutional agreement has many advantages over traditional forms of twinning, because it establishes the general rules that will govern the relationship between the Parties.

The SRE has generated a model twinning agreement that includes elements of form and substance in terms of public international law, which is consistent with the practice that Mexico has observed in the signing of this type of agreement. This means that its articles consist of forecasts for situations that may arise throughout the relationship between cities.

The Law on the Celebration of Treaties defines in section II of Article 2 the inter-institutional agreement as the agreement governed by public international law concluded by decentralized agencies and organizations of the Federal, State and Municipal Public Administration with foreign counterparts, where the material scope of the agreement is limited to the powers of these dependencies and decentralized organizations

- Process the opinion before the SRE and send the signed agreement for registration

In its Article 7", the Law on the Conclusion of Treaties, establishes the obligation to notify the SRE when an inter-institutional agreement is to be signed. The Foreign Ministry issues an opinion of origin and then receives a copy of the signed instrument for registration. The review carried out by the SRE has the objective of seeing that the texts comply with public international law, in addition to ensuring the interests of Mexican municipalities, taking care that

ITATION

y established collaboration areas

ent is signed, the Parties can begin the cooperation actions to which

reement model includes the implementation of Annual Operational
These can help the parties to use this mechanism of evaluation of
ement of

al activity, which can include trips abroad, is always under the scrutiny of
reason, it is important to build a narrative favorable to international activity
Some ideas have been mentioned in this document that can help with this.

ational activity occurs in an orderly and coordinated manner, based on
a global development strategy of the municipality

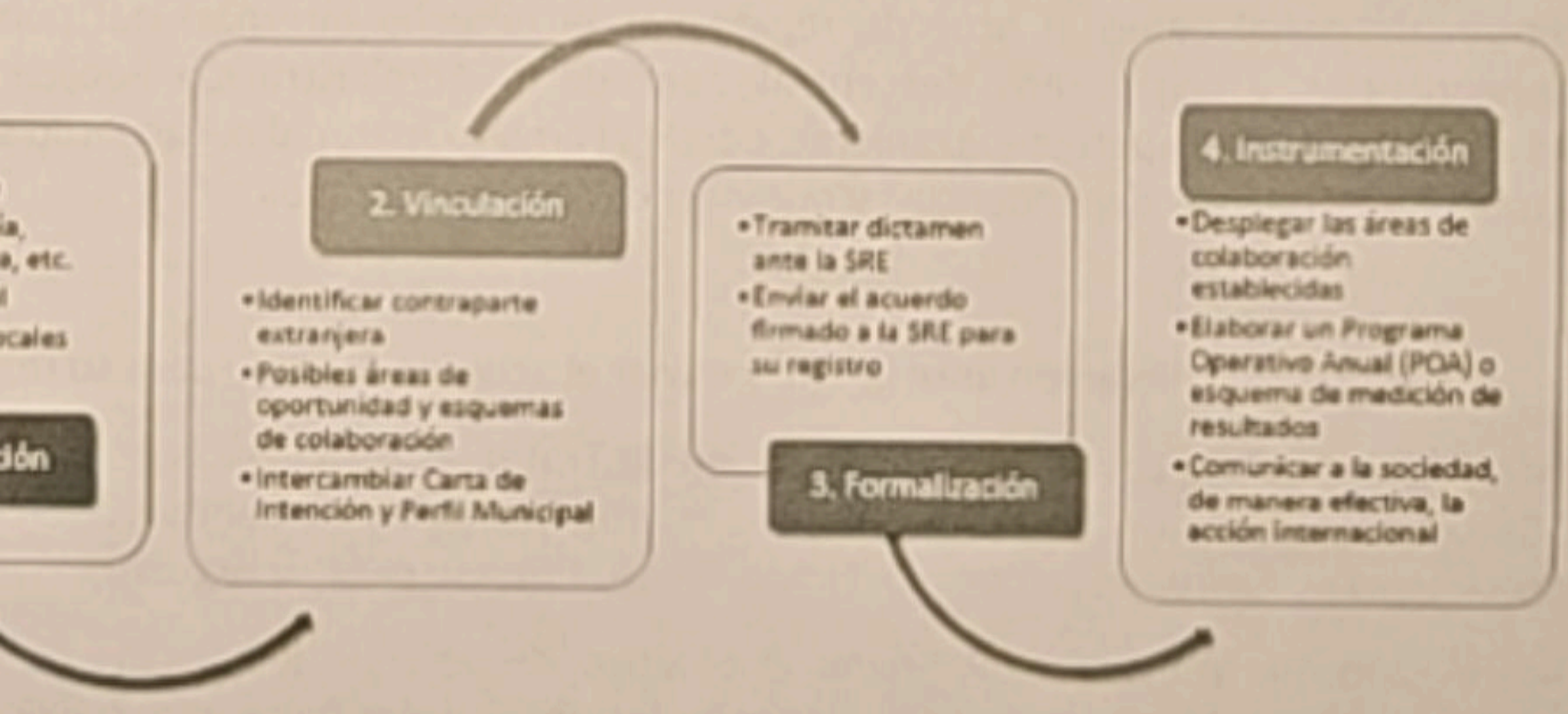
articipation of society, businessmen, academics, unions, etc.

continuously to maintain international communication 4)

as well as joint work and obtaining results with partners

of results and effective communication of international action to society.

S



**SISTERHOOD AGREEMENT BETWEEN THE CITY OF _____ OF THE STATE
OF _____ OF THE UNITED MEXICAN STATES AND THE CITY
OF _____ OF THE STATE OF _____ OF THE
_____ (country)**

The City of _____ of the State of _____ of the United Mexican States
and the City of _____ of the State of _____ of the _____
(country); hereinafter referred to as “the Parties”;

CONSIDERING their interest to strengthen the friendship ties and cooperation that
join both Parties;

ACKNOWLEDGING that the cities have the intention to develop collaborative
activities, under the law provisions of the _____ (country of origin of the foreign
city) and the United Mexican States, with particular attention to the terms related to
business exchange, commerce, culture and craftsmanship;

DECLARING their decision to strengthen their relationship of collaboration through
the proper legal channels;

CONVINCED of the importance of establishing mechanisms that contribute to the
development and strengthening of bilateral cooperation, as well as the necessity to
execute projects and actions that are effective in the commercial and social development
of both Parties;

Have agreed to the following:

ARTICLE I

Objective

The objective of the present Agreement is to formalize the sisterhood between the City of _____ from the State of _____ of the United Mexican States and the City of _____ from the State of _____ of the _____ (*country*), to foster agreement and understanding between them and the institutions in their respective territorial areas, to intensify common efforts, and to promote the exchange of experiences and execution of common activities.

ARTICLE II

Areas of Cooperation

To reach the objective of the present Agreement, the Parties commit themselves to develop cooperative projects, specifically directed, but not limited to the following areas:

- a) Promotion of business, investments and commerce...
- b) Promotion of culture...
- c) Promotion of Tourism...
- d) Government development (human resources improvement)...
- e) Education...
- f) Science and technology...
- g) Environment...
- h) any other area of cooperation that the Parties may agree upon.

ARTICLE III

Modalities of Cooperation

The Parties agree that the actions of cooperation which are referred to in the present Agreement shall be carried out through the following modalities:

- a) exchange of significant economic data;
- b) collaboration in the search of partners and in the execution of joined promotional initiatives, as well as expositions, with the purpose to strengthen projects already determined;
- c) business participation and promotion of respective cities in fairs, expositions and conferences in both cities;
- d) cooperation between public and private companies;
- e) mutual comprehension and support, based on either city's available cultural resources, of tours, music performances, co-productions, and other artistic programs;
- f) joint collaboration between universities and research centers, and
- g) any other modalities that the Parties may agree upon.

ARTICLE IV

Competence

The Parties commit themselves to carry out the modalities of cooperation, referred to in Article III of the present Agreement, in accordance to their respective faculties, subject to the political and economical laws and regulations of their respective Governments.

ARTICLE V

Annual Action Programs

In order to achieve the objectives of the present Agreement, the Parties agree to formulate, through prior discussion, Annual Action Programs (AAP's), which shall become an integral part of the present Agreement once they are formalized.

The AAP's shall be integrated with specific projects or activities, which must reference each of the following aspects:

- a) objectives and activities to develop;
- b) work agenda;
- c) profile, quantity and duration of the assigned personnel to objectives and activities;
- d) responsibility of each Party;
- e) assignment of materials, personnel and financial resources;
- f) evaluation mechanism and criteria, and
- g) any other appropriate information.

The operation of this Agreement shall not be conditioned to the signing Parties to establish projects in all the modalities of cooperation, nor are they obligated to collaborate in those activities where internal prohibitions exists or derived by law, institutional normatives, or customs.

The Parties shall meet annually in order to evaluate the results derived from the present Agreement and to propose new guidelines for the development of projects of mutual interest.

The Parties shall produce progress reports of achievements based on the present Agreement and shall communicate them to their respective Chancellery, as well as the bilateral departments determined by mutual agreement.

Both Parties agree to formulate the first Action Program within sixty (60) days after the signing date of the present Agreement.

ARTICLE VI

Collaboration of Additional Proposals

Notwithstanding the Annual Action Program referred to in Article V of the present Agreement, each Party may formulate additional proposals, as they may arise during the implementation of activities predetermined through the AAP.

ARTICLE VII

Coordination and Follow-Up Mechanism

In order to establish a mechanism and criteria for the coordination, supervision and evaluation of the activities carried out under the present Agreement, as well as to assure the best conditions for its execution, a Working Group, integrated by representatives of both Parties, shall be established, and coordinating each parties activities the following areas:

On behalf of the City of _____ (*name of the Mexican City*), of the State of _____ (*name of the Mexican State*) of the United Mexican States, is designated the (name of the city's office in charge of the Sister City's Program);

On behalf of the City of _____ (*name of the foreign city*), of the State of _____ (name of the foreign state/province) of _____ (name of the

country), is designated _____ (name of the foreign city's office in charge of the Sister City's Program);.

The Working Group shall meet periodically in a location agreed upon by the Parties, in order to evaluate the activities derived from the application of the present Agreement. The Working Group shall have the following functions:

- a) Make the necessary decisions in order to carry out the objectives of the present Agreement;
- b) identify the areas of common interest in order to elaborate and formulate specific projects;
- c) orientate, organize and formulate relevant recommendations in order to fulfill the activities of the present Agreement;
- d) receive, examine and approve the progress reports in the areas of cooperation within the present Agreement, and
- e) any other functions that the Parties may agree upon.

ARTICLE VIII

Financing

The Parties shall finance the activities referred to in the present Agreement with the assigned resources in their respective budgets according to the availability and terms of their legislation. Each Party shall pay the expenses related to its participation, except in the case that alternate financial mechanisms may be used for specific activities, if considered appropriate.

ARTICLE IX

Information, Material and Protected Equipment

The Parties agree that information, material and protected equipment deemed classified by national legislation for national security or foreign relation purposes of either Party, shall not be subject to transfer within the present Agreement.

When undertaking activities pursuant to this Agreement, any information, material and equipment which require or could require protection and classification is identified, the Parties shall inform the adequate authorities and establish in writing, the corresponding measures.

The transference of information, material and equipment, which is not protected or classified, but which exportation is regulated by one of the Parties, shall be done according to the applicable national legislation and should be identified, along with its intended use or subsequent transference. If any of the Parties consider it necessary, measures shall be taken to prevent the non-authorized transference or re-transference of such property.

ARTICLE X

International Instruments

The cooperation referred to in the present Agreement shall not affect the rights and duties which the Parties have acquired regarding other international instruments.

ARTICLE XI

Intellectual Property

If as a result of actions carried out in accordance with this Agreement, products of commercial value and/or rights of intellectual property are generated, these shall be determined by the applicable national legislation, as well as the International Conventions, which are binding for both Parties.

ARTICLE XII

Employment Relationship

The personnel assigned by each Party for the execution of activities derived from the present Agreement, shall continue under the direction and dependence of the institution to which he/she pertains, and shall not create any labor relation with the other Party, which in no case shall be considered as a substitute employer.

The Parties shall carry out the necessary procedures under their respective authorities in order to facilitate the entry and departure of participants who are officially involved in the projects derived from the present Agreement. Such participants shall be subject to the immigration, tax, customs, sanitary and national security laws of the receiving country and may not partake in any activity other than those pertaining to their functions, without the previous authorization of the competent authorities in this field.

The Parties shall encourage that the personnel involved in such activities have medical, personal damage and life insurance, so that, if a damage results from such activities derived from the present Agreement, repair or indemnification shall be covered by the corresponding insurance company.

ARTICLE XIII

Disputes Settlement

Any difference or divergence derived from the interpretation or application of the present Instrument shall be resolved by both Parties in common agreement.

ARTICLE XIV

Final Provisions

The present Agreement shall go into effect upon the date of its signature and shall remain in effect for up to a five (5) year period, and may be renewed for equal periods, by evaluation and acceptance by both Parties through written communication.

The present Agreement may be modified by mutual consent of the Parties, by formalizing it through written communications and specifying the date of its enforcement.

Either of the Parties may, at any moment, terminate the present Agreement by a written notification given to the other Party sixty (60) days in advance.

The anticipated termination of the present Agreement shall not affect the completion of the activities, formalized while it was in force.

Signed in the City of _____, _____, the _____ (day) of _____ (month) of _____ (year), in two original and official copies in the Spanish and _____ languages, all texts being equally authentic.

**ON BEHALF OF THE CITY OF _____,
OF THE STATE OF _____,
OF THE UNITED MEXICAN STATES**

**ON BEHALF OF THE CITY OF _____,
OF THE STATE OF _____,
OF THE _____ (country)**

**[NAME OF THE MAYOR]
Mayor**

**[NAME OF THE MAYOR]
Mayor**

HONORARY WITNESS