

Appendix One

Covering Letter with Survey Distribution (on SCNZ Letterhead)

18 October 2007

Survey of Local Government 2007

Our initial Grassroots Survey was conducted in late 2004 and presented to the New Zealand Sister Cities Conference in April 2005. It provided SCNZ Inc. and members with a set of valuable data on which to establish our full record of New Zealand's sister city networks, information on activity levels and ideas for the way forward.

To be fully effective the survey needs to be conducted periodically, so that trends in sister city activity can become apparent and appropriate responses made at local and national level. Accordingly it is now timely to repeat the project. The full survey is directed to all local governments in New Zealand that our records show have at least one existing sister city relationship. In addition, we are taking the opportunity to survey the councils that are not members of SCNZ Inc., but have links (including regional councils), and those that as far as we are aware have none.

Those who completed the full survey in 2004 will note that it has been significantly modified. We now possess the historical information that survey sought, we have developed the questionnaire phrasing and layout, and we are seeking some answers to topical questions, such as those relating to Youth involvement.

We acknowledge and appreciate the generous assistance of Asia New Zealand Foundation in once again providing financial support for this project. Thank you for your support in completing the survey, which we would ask you to return in the envelope provided by **30th November 2007**.

All completed surveys received by 30th November 2007 will go into a draw to win one of three gourmet Christmas hampers each valued at

Yours sincerely

Brian Cross

**Executive Officer
SISTER CITIES NEW ZEALAND INC.**



Appendix Two:

Sample Survey Questionnaire as distributed to Councils with Known Sister Cities

A: Contact Information

This section is to help us maintain accurate records to assist with communications.

Please remember that the term Sister City is being used to refer to all relationships whether sister city, friendship city or any other formal or informal arrangement for people-to-people exchange between cities, towns and districts.

Please confirm that our contact records are correct. If received blank, please complete.

A1 Council contact information

Council: **Wanganui District Council**

Contact Name and position: **Malcolm Hunt, Governance Services Manager**

Postal Address: **PO Box 637
Wanganui 5015**

Phone Number(s): **06-349-0001**

Fax Number: **06-349-0523**

Email: **malcolm.hunt@wanganui.govt.nz**

A2 If your city or district operates Sister City activities through a community organisation, please also complete this section.

Community organisation 1: _____

Contact Name and position: _____

Postal Address: _____

Phone Number(s): _____

Fax Number: _____

Email: _____

Community organisation 2: _____

Contact Name and position: _____

Postal Address: _____

Phone Number(s): _____

Fax Number: _____

Email: _____

B: Sister City Relationships

This section records each existing Sister City relationship. Where cities and districts have more than one such relationship additional pages are provided so that each is surveyed separately.

B1 Our records show that your city or district currently maintains the following Sister City relationship(s). Please indicate whether these relationships are active or inactive, and if inactive, whether you wish to let it lapse or wish to revitalise it.

Relationship 1: Toowoomba, Australia

Active / Inactive

If inactive: Allowing to lapse / Keen to revitalise

Relationship 2: Nagaizumi-cho, Shizuoka, Japan

Active / Inactive

If inactive: Allowing to lapse / Keen to revitalise

Relationship 3: Reno, Nevada, USA

Active / Inactive

If inactive: Allowing to lapse / Keen to revitalise

IF OUR RECORDS ARE COMPLETE, PLEASE GO TO B7 ON PAGE 4.

B2 If we have not recorded all your relationships, please complete here:

Name of city and country: _____

Active / Inactive

If inactive: Allowing to lapse / Keen to revitalise

Name of city and country: _____

Active / Inactive

If inactive: Allowing to lapse / Keen to revitalise

Name of city and country: _____

Active / Inactive

If inactive: Allowing to lapse / Keen to revitalise

QUESTIONS B3 TO B6 ONLY REQUIRE COMPLETION IF YOU ANSWERED B2. (Please take additional copies as required).

B3 How was the relationship initiated?

- By your local council
- By your partner Sister City
- By an individual(s)
- By a community initiative
- Other, please describe: _____

B4 Has a formal agreement relating to the relationship been signed by your council or community organisation?

- Yes
- No

B5 How is the Sister City relationship governed?

- By a Council-only appointed committee
- From the Mayor's office
- By a joint Council-community structure
- By an informal arrangement
- By a wholly community-run committee
- Other, please describe: _____

B6 How is the Sister City relationship managed?

- By a Council-only appointed committee
- By a joint Council-community structure
- By an informal arrangement
- By a wholly community-run committee
- Other, please describe _____

FOR EACH RELATIONSHIP LISTED IN B1 AND B2, PLEASE COMPLETE THE FOLLOWING SECTIONS:

Relationship 1: Toowoomba, Australia

B7 Generally how frequent is your contact with your Sister City in whatever form e.g. phone, fax, email, and letter:

- Weekly
- Fortnightly
- Monthly
- Every two months
- Quarterly
- Annually
- On a project by project basis
- Other, please specify any other pattern of contact:

B8 What are your council's and community's main goals with regards to the relationship (you can tick more than one):

- Fostering business links and opportunities
- Cultural exchange, including sport, arts and recreation
- Education exchange of all types e.g. teachers, students.
- Sharing of knowledge/best practice e.g. environment, science etc
- Local government to local government experience sharing e.g. infrastructure, IT etc
- Other, please specify:

B9 Is this relationship a:

- Sister City
- Port to Port Relationship
- Friendship City
- Exploratory only
- Memorandum of Understanding
- Other, please describe: _____

B10 Please indicate over the last three years (2005-2007) of the relationship which of the following activities/projects have been undertaken and how often (you can tick more than one):

	Frequency						Comments
	3-4 x year	2 x year	1 x year	Every 2 years	not set/ occasional	Once only	
school groups <u>from</u> your Sister City (short stay)							
school groups <u>to</u> your Sister City (short stay)							
full-fee paying students <u>from</u> your Sister City							
non-fee paying and/or home-hosted students <u>from</u> your Sister City (short or long stay)							
teacher groups <u>from</u> your Sister City							
teacher groups <u>to</u> your Sister City							
involvement in pastoral care of students <u>from</u> your Sister City							
youth groups <u>from</u> your Sister City							
youth groups <u>to</u> your Sister City							
sports groups <u>from</u> your Sister City							
sports groups <u>to</u> your Sister City							
professional/technical exchanges							
inbound and outbound business and trade promotion visits							
inbound and outbound investment promotion							
Council receptions related to Sister City events							
Mayoral and council delegations <u>to</u> your Sister City							
Mayoral and council delegations <u>from</u> your Sister City							
exhibitions <u>to</u> and <u>from</u> your Sister City							
establishment of Sister City garden(s)							
cultural exchanges and activities: music, art, dance, drama							
inbound and outbound tourism							
local government to local government experience sharing e.g. infrastructure, IT							
knowledge exchange/best practice e.g. environment, science etc							

Other, please specify:

B11 Please estimate over the last three years how many students came to your region/city from your Sister City:

Full fee paying students

- 0
- 1-10
- 11-20
- 21-30
- 31-40
- 41-50
- 51-60
- higher than 60 please note: _____

Non fee paying exchanges

- 0
- 1-10
- 11-20
- 21-30
- 31-40
- 41-50
- 51-60
- higher than 60 please note: _____

B12 Do you expect these levels to remain constant for the next two years?

- Yes
- No they will increase
- No they will decrease

Why do you expect this? _____

B13 Please estimate over the last three years how many adults came to your region/city from your Sister City:

On organised sister city exchanges

- 0
- 1-10
- 11-20
- 21-30
- 31-40
- 41-50
- 51-60
- higher than 60 please note: _____

As independent travellers

- 0
- 1-10
- 11-20
- 21-30
- 31-40
- 41-50
- 51-60
- higher than 60 please note: _____

B14 Do you expect these levels to remain constant for the next two years?

- Yes
- No they will increase
- No they will decrease

Why do you expect this? _____

B15 Of those listed in B13, how many are estimated as:

Government officials

- () 0
- () 1-10
- () 11-20
- () 21-30
- () 31-40
- () 41-50
- () 51-60
- () higher than 60 please note: _____

Business people visiting for commercial reasons

- () 0
- () 1-10
- () 11-20
- () 21-30
- () 31-40
- () 41-50
- () 51-60
- () higher than 60 please note: _____

Relationship 2: Nagaizumi-cho, Shizuoka, Japan

B7 Generally how frequent is your contact with your Sister City in whatever form e.g. phone, fax, email, and letter:

- Weekly
 - Fortnightly
 - Monthly
 - Every two months
 - Quarterly
 - Annually
 - On a project by project basis
 - Other, please specify any other pattern of contact:
-

B8 What are your council's and community's main goals with regards to the relationship (you can tick more than one):

- Fostering business links and opportunities
 - Cultural exchange, including sport, arts and recreation
 - Education exchange of all types e.g. teachers, students.
 - Sharing of knowledge/best practice e.g. environment, science etc
 - Local government to local government experience sharing e.g. infrastructure, IT etc
 - Other, please specify:
-
-
-
-

B9 Is this relationship a:

- Sister City
- Port to Port Relationship
- Friendship City
- Exploratory only
- Memorandum of Understanding
- Other, please describe: _____

B10 Please indicate over the last three years (2005-2007) of the relationship which of the following activities/projects have been undertaken and how often (you can tick more than one):

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school groups <u>to</u> your Sister City (short stay)							
full-fee paying students <u>from</u> your Sister City							
non-fee paying and/or home-hosted students <u>from</u> your Sister City (short or long stay)							
teacher groups <u>from</u> your Sister City							
teacher groups <u>to</u> your Sister City							
involvement in pastoral care of students <u>from</u> your Sister City							
youth groups <u>from</u> your Sister City							
youth groups <u>to</u> your Sister City							
sports groups <u>from</u> your Sister City							
sports groups <u>to</u> your Sister City							
professional/technical exchanges							
inbound and outbound business and trade promotion visits							
inbound and outbound investment promotion							
Council receptions related to Sister City events							
Mayoral and council delegations <u>to</u> your Sister City							
Mayoral and council delegations <u>from</u> your Sister City							
exhibitions <u>to</u> and <u>from</u> your Sister City							
establishment of Sister City garden(s)							
cultural exchanges and activities: music, art, dance, drama							
inbound and outbound tourism							
local government to local government experience sharing e.g. infrastructure, IT							
knowledge exchange/best practice e.g. environment, science etc							

Other, please specify:

B11 Please estimate over the last three years how many students came to your region/city from your Sister City:

Full fee paying students

- () 0
- () 1-10
- () 11-20
- () 21-30
- () 31-40
- () 41-50
- () 51-60
- () higher than 60 please note: _____

Non fee paying exchanges

- () 0
- () 1-10
- () 11-20
- () 21-30
- () 31-40
- () 41-50
- () 51-60
- () higher than 60 please note: _____

B12 Do you expect these levels to remain constant for the next two years?

- () Yes
- () No they will increase
- () No they will decrease

Why do you expect this? _____

B13 Please estimate over the last three years how many adults came to your region/city from your Sister City:

On organised sister city exchanges

- () 0
- () 1-10
- () 11-20
- () 21-30
- () 31-40
- () 41-50
- () 51-60
- () higher than 60 please note: _____

As independent travellers

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- () 1-10
- () 11-20
- () 21-30
- () 31-40
- () 41-50
- () 51-60
- () higher than 60 please note: _____

Business people visiting for commercial reasons

- () 0
- () 1-10
- () 11-20
- () 21-30
- () 31-40
- () 41-50
- () 51-60
- () higher than 60 please note: _____

Relationship 3: Reno, Nevada, USA

B7 Generally how frequent is your contact with your Sister City in whatever form e.g. phone, fax, email, and letter:

- Weekly
 - Fortnightly
 - Monthly
 - Every two months
 - Quarterly
 - Annually
 - On a project by project basis
 - Other, please specify any other pattern of contact:
-

B8 What are your council's and community's main goals with regards to the relationship (you can tick more than one):

- Fostering business links and opportunities
 - Cultural exchange, including sport, arts and recreation
 - Education exchange of all types e.g. teachers, students.
 - Sharing of knowledge/best practice e.g. environment, science etc
 - Local government to local government experience sharing e.g. infrastructure, IT etc
 - Other, please specify:
-
-
-
-

B9 Is this relationship a:

- Sister City
- Port to Port Relationship
- Friendship City
- Exploratory only
- Memorandum of Understanding
- Other, please describe: _____

B10 Please indicate over the last three years (2005-2007) of the relationship which of the following activities/projects have been undertaken and how often (you can tick more than one):

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school groups <u>to</u> your Sister City (short stay)							
full-fee paying students <u>from</u> your Sister City							
non-fee paying and/or home-hosted students <u>from</u> your Sister City (short or long stay)							
teacher groups <u>from</u> your Sister City							
teacher groups <u>to</u> your Sister City							
involvement in pastoral care of students <u>from</u> your Sister City							
youth groups <u>from</u> your Sister City							
youth groups <u>to</u> your Sister City							
sports groups <u>from</u> your Sister City							
sports groups <u>to</u> your Sister City							
professional/technical exchanges							
inbound and outbound business and trade promotion visits							
inbound and outbound investment promotion							
Council receptions related to Sister City events							
Mayoral and council delegations <u>to</u> your Sister City							
Mayoral and council delegations <u>from</u> your Sister City							
exhibitions <u>to</u> and <u>from</u> your Sister City							
establishment of Sister City garden(s)							
cultural exchanges and activities: music, art, dance, drama							
inbound and outbound tourism							
local government to local government experience sharing e.g. infrastructure, IT							
knowledge exchange/best practice e.g. environment, science etc							

Other, please specify:

Please estimate over the last three years how many students came to your region/city from your Sister City:

Full fee paying students

- 0
- 1-10
- 11-20
- 21-30
- 31-40
- 41-50
- 51-60
- higher than 60 please note: _____

Non fee paying exchanges

- 0
- 1-10
- 11-20
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- No they will increase
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Why do you expect this? _____

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- 11-20
- 21-30
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- () 31-40
- () 41-50
- () 51-60
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Business people visiting for commercial reasons

- () 0
- () 1-10
- () 11-20
- () 21-30
- () 31-40
- () 41-50
- () 51-60
- () higher than 60 please note: _____

SPARE SET FOR USE ONLY IF YOU COMPLETED B2. (Please take additional copies as required).

Relationship: Name of city and country

B7 Generally how frequent is your contact with your Sister City in whatever form e.g. phone, fax, email, and letter:

- Weekly
 - Fortnightly
 - Monthly
 - Every two months
 - Quarterly
 - Annually
 - On a project by project basis
 - Other, please specify any other pattern of contact:
-

B8 What are your council's and community's main goals with regards to the relationship (you can tick more than one):

- Fostering business links and opportunities
 - Cultural exchange
 - Youth activity
 - Education exchange of all types e.g. teachers, students.
 - Sharing of knowledge/best practice e.g. environment, science etc
 - Local government to local government experience sharing e.g. infrastructure, IT etc
 - Other, please specify:
-
-
-
-

B9 Is this relationship a:

- Sister City
- Port to Port relationship
- Friendship city
- Exploratory only
- Memorandum of understanding
- Other, please describe: _____

B10 Please indicate over the last three years (2005-2007) of the relationship which of the following activities/projects have been undertaken and how often (you can tick more than one):

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teacher groups <u>to</u> your Sister City							
involvement in pastoral care of students <u>from</u> your Sister City							
youth groups <u>from</u> your Sister City							
youth groups <u>to</u> your Sister City							
sports groups <u>from</u> your Sister City							
sports groups <u>to</u> your Sister City							
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exhibitions <u>to</u> and <u>from</u> your Sister City							
establishment of Sister City garden(s)							
cultural exchanges and activities: music, art, dance, drama							
inbound and outbound tourism							
local government to local government experience sharing e.g. infrastructure, IT							
knowledge exchange/best practice e.g. environment, science etc							

Other, please specify:

Please estimate over the last three years how many students came to your region/city from your Sister City:

Full fee paying students

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- 1-10
- 11-20
- 21-30
- 31-40
- 41-50
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Business people visiting for commercial reasons

- () 0
- () 1-10
- () 11-20
- () 21-30
- () 31-40
- () 41-50
- () 51-60
- () higher than 60 please note: _____

C: Planning and Communications

This section examines strategic planning and communications in general for all Sister City relationships.

C1 Does your community have a strategic plan for Sister Cities?

Yes

No **Please go to C4**

C2 Who maintains this strategic plan?

Council

Council and Community Organisation jointly

Community Organisation

Other, please describe:

C3 How often is your strategic plan and activity evaluated and who evaluates it?

Evaluated by:

	Council	Community Organisation	Council and Community Organisation jointly
Yearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Every 2 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Every 3 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Every 4 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Every 5 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other, please describe:

PLEASE PROVIDE COPIES OF ANY RECENT (2005-2007) STRATEGIC PLANS, COMMUNICATION PLANS AND/OR YOUTH GUIDELINES FOR YOUR SISTER CITY RELATIONSHIPS.

C4 Does your community evaluate the success of your Sister City relationships? If so, how?

No

Yes, please explain how:

**C5 How is Sister City information communicated and promoted to the wider public?
(You can tick more than one)**

- Local Radio
- Main daily newspaper
- Local community newspapers
- Local television
- National newspapers
- Media releases from the council/community organisation
- Local library with displays and information
- School resource material of any kind
- Information promotion at local events/expos
- Pamphlets, please attach copies
- Publications, please attach copies
- Other, please specify:

C6 If you have a local Sister Cities website (either as part of the council site or separate from it) please provide the page address and any usage information you have (e.g. number of hits or visits per week/month/year):

C7 Would you allow Sister Cities NZ to link this site to our website on the relevant line in the 'Our Sister Cities' section?

- Yes
- No

C8 Would you link the Sister Cities NZ website to yours in the appropriate place?

- Yes **Please feel free to do so.**
- No

D: Local Council and Community Input

This section examines local council and community input to Sister City related work and requires some estimation to be made regarding hours of work, monetary contributions and in-kind contributions.

Council Input

D1 Please estimate the number of council staff dedicated specifically to Sister Cities work:

FTE:

- Employee full time
- Employee part-time
- By contract funded by Council full time
- By contract funded by Council part time

- Total FTE

D2 Please estimate on a weekly basis averaged over a year the amount of council staff time spent on activities specific to Sister Cities:

(for example: 11-20 hours per week in total, applied by 2 staff members)

- 1-10 hours per week, applied by _____ staff members
- 11-20 hours per week, applied by _____ staff members
- 21-30 hours per week, applied by _____ staff members
- 31-40 hours per week, applied by _____ staff members
- 40+ hours per week, applied by _____ staff members

D3 Please provide an estimate of the average yearly spend by council on activities specific to Sister Cities (including staff salaries and all grants made to community organisations specific to Sister City activities):

- \$1-5000
- \$5001-10,000
- \$10,001-20,000
- \$20,001-30,000
- \$30,001-40, 000
- \$40,001-50,000
- \$50,001-60,000
- \$60,001-70, 000
- \$70,001-80, 000
- \$80,001-90,000
- \$90,001-100,000
- \$100, 000+

D4 In addition to time and expenditure recorded above, does your council provide any of the following for Sister City support? (You can tick more than one)

- Secretarial and administration support
- Grants
- Goods and services in kind e.g. receptions, other functions
- Mayor and councillor input
- Other, please explain:

Community

D5 Please estimate the number of volunteers involved in Sister City activities in your council area each year:

- | | | | |
|---|--------------------------------------|---|--|
| <input type="checkbox"/> 0 | | | |
| <input type="checkbox"/> 1-5 | Of these, how many are young people? | <input type="checkbox"/> 1-5 | |
| <input type="checkbox"/> 6-10 | | <input type="checkbox"/> 6-10 | |
| <input type="checkbox"/> 11-15 | | <input type="checkbox"/> 11-15 | |
| <input type="checkbox"/> 16-20 | | <input type="checkbox"/> 16-20 | |
| <input type="checkbox"/> 20+ please note: _____ | | <input type="checkbox"/> 20+ please note: | |

D6 What types of activities are volunteers involved in? (you can tick more than one):

- home-hosting
- committee involvement
- event support
- pastoral care of international students
- individual projects
- other, please explain:

D7 Does your council or associated community organisation formally recognise volunteer contribution?

- Yes - please describe how: _____

- No

Home-hosting Families

D8 Please estimate the total number of home-host families involved in Sister City hosting per year:

- () 0
- () 1-5
- () 6-10
- () 11-15
- () 16-20
- () 20+ - please note: _____

D9 Do any of your home-host families receive a financial contribution for their help? If yes please provide the amount per night:

- () No
- () Yes - amount per night: _____

D10 Are local ethnic communities involved with your Sister Cities activities?

- () Yes – if so, which groups and what are some examples?

- () No

D11 Please indicate if Sister City activities have received funding from the following organisations: (you can tick more than one)

- () Community trusts - if so how much over the past 3 years? _____
- () Local councils (if Sister City relationship run by a community organisation) - if so how much over the past 3 years? _____
- () Local businesses - if so how much over the past 3 years? _____
- () The Asia New Zealand Foundation - if so how much over the past 3 years? _____
- () Other national organisations - if so how much over the past 3 years? _____
- () Offshore donations - if so how much over the past 3 years? _____
- () Individual donations - if so how much over the past 3 years? _____
- () Other - please specify and estimate amount over past 3 years:

E: People Movements and Economic Activity

This section examines inbound and outbound visitors and economic activity. Information from this section will assist with sponsorship bids and in demonstrating some of the economic benefits of Sister City relationships.

E1 For the current calendar year (January - December 2007) estimate how many INBOUND visitor groups came/will come from your Sister Cities. Please also estimate the average number of people per group, and indicate the estimated ration between homestay and hotel accommodation used in NZ:

No of Groups	Type of group	Average number per group							% of homestay nights	% of hotel nights
		1-10	11-20	21-30	31-40	41-50	51-60	70+		
	Student groups									
	Teacher groups									
	Official delegations									
	Culture and Art groups									
	Youth (non-school groups)									
	Business promotion									
	Sports groups									
	Professional/technical groups									
	Tourist groups									

Other, please specify:

E2 For INBOUND visitor groups, please indicate the main airline used:

No of Groups	Main Airline Used	Average number per group						
		1-10	11-20	21-30	31-40	41-50	51-60	70+
	Air New Zealand							
	Qantas							
	Singapore Air							
	Thai Airways							
	Korean Air							
	Cathay Pacific							
	China Airlines							

	Virgin Blue							
	Emirates							
	Japan Airlines							
	Don't know							
	Other, please specify:							

E3 Do you expect this same level of INBOUND visitor activity for the next 1-2 years?

- () Yes
- () No it will increase
- () No it will decrease

Why do you expect this? _____

E4 For the current calendar year (January - December 2007) please estimate how many OUTBOUND groups went/will go to your Sister Cities. Please also estimate the average number of people per group, and indicate the estimated ration between homestay and hotel accommodation used while away from NZ:

No of Groups	Type of group	Average number per group							% of homestay nights	% of hotel nights
		1-10	11-20	21-30	31-40	41-50	51-60	70+		
	Student groups									
	Teacher groups									
	Official delegations									
	Culture and Art									
	Youth (non-school groups)									
	Business promotion									
	Sports groups									
	Professional/technical groups									
	Tourist groups									

Other, please specify

E5 For OUTBOUND visitor groups, please indicate the main airline used:

No of Groups	Main Airline Used	Average number per group						
		1-10	11-20	21-30	31-40	41-50	51-60	70+
	Air New Zealand							
	Qantas							
	Singapore Air							
	Thai Airways							
	Korean Air							
	Cathay Pacific							
	China Airlines							
	Virgin Blue							
	Emirates							
	Japan Airlines							
	Don't know							
	Other, please specify:							

E6 Do you expect this same level of OUTBOUND visitor activity for the next 1-2 years?

- () Yes
- () No it will increase
- () No it will decrease

Why do you expect this? _____

F: Youth Involvement

This section relates specifically to the engagement of young people in your sister city programmes.

F1 Please provide details of your city/district's known international school relationships, wherever they may be. Please indicate whether they operate under the umbrella of our sister city relationship or independent of it:

Operate under Sister City umbrella	Operate independently
Name of local school: _____ Overseas partner school or education authority: _____	Name of local school: _____ Overseas partner school or education authority: _____
Name of local school: _____ Overseas partner school or education authority: _____	Name of local school: _____ Overseas partner school or education authority: _____
Name of local school: _____ Overseas partner school or education authority: _____	Name of local school: _____ Overseas partner school or education authority: _____
Name of local school: _____ Overseas partner school or education authority: _____	Name of local school: _____ Overseas partner school or education authority: _____
Name of local school: _____ Overseas partner school or education authority: _____	Name of local school: _____ Overseas partner school or education authority: _____

F2 Are you considering establishing further sister school relationships? If so, list the potential schools and/or countries and provide an explanation of why you are considering this link.

F3 Do you have any school resources related to Sister Cities (e.g units for teaching, publications for schools on your sister city or the Sister City concept, etc)? If so please describe the resource.

F4 Do you have any sister city initiatives or projects for non-school youth participation?

() Yes. Please describe below

() No

F5 How are youth opportunities communicated to young people in your area?

() Local Radio

() Newspaper

() Media releases from the council/community organisation

() Local library with displays and information

() Youth-led groups

() Youth organisations (eg Scouts, Guides)

() Schools

() Information promotion at local events/expos

() Other, please specify:

F6 Does your Council have a Youth Council or committee?

Yes. Please indicate any sister city activities it is involved in

No

F7 Does your Council have a designated Youth Support Officer

Yes. Please indicate any sister city activities he or she is involved in

No

F8 Do you have ongoing contact with or follow-up programmes for school visit participants from your city/district?

Yes. Please describe below

No

F9 If young people are to be more involved in sister city activities, what sort of support would you like to see? (you can tick more than one)

National Youth Coordinator/support person

Regular information about opportunities for young people

Resources to assist with engagement of young people

A database or advisory service for sources of funding

Ideas for activities and methods of engaging young people

National youth programmes with local content and engagement

A young person on the SCNZ Board

An international youth conference/forum

Other, please specify:

FOR EACH RELATIONSHIP LISTED IN B1 AND B2, PLEASE COMPLETE QUESTIONS F10 to F12:

Relationship 1: Toowoomba, Australia

F10 Aside from any organised school group visits, does this sister city host young people from your city or district?

- () Yes. **Please indicate below**
() No

Hosted activities

- () School visits
() Sightseeing
() Cultural activities
() Sporting activities
() Knowledge gathering (academic)
() Homestays
() Business or technical opportunities
() Social events (meals, dances etc)
() Other, please specify: _____

F11 Aside from any organised school group visits, do you host young people from this sister city?

- () Yes. **Please indicate below**
() No

Hosted activities

- () School visits
() Sightseeing
() Cultural activities
() Sporting activities
() Knowledge gathering (academic)
() Homestays
() Business or technical opportunities
() Social events (meals, dances etc)
() Other, please specify: _____

F12 If this sister city link has no visits or initiatives for young people in its programme, please indicate why this is the case (at the NZ end):

- () Limited funding
- () Limited resources (other)
- () Lack of a Youth Support person
- () Need to develop knowledge in youth opportunities
- () Young people are not a priority in this relationship
- () No interest shown by Council
- () No interest shown by young people
- () Other, please specify: _____

Relationship 2: Nagaizumi-cho, Shizuoka, Japan

F10 Aside from any organised school group visits, does this sister city host young people from your city or district?

- () Yes. **Please indicate below**
- () No

Hosted activities

- () School visits
- () Sightseeing
- () Cultural activities
- () Sporting activities
- () Knowledge gathering (academic)
- () Homestays
- () Business or technical opportunities
- () Social events (meals, dances etc)
- () Other, please specify: _____

F11 Aside from any organised school group visits, do you host young people from this sister city?

- () Yes. **Please indicate below**
- () No

Hosted activities

- () School visits
- () Sightseeing
- () Cultural activities
- () Sporting activities
- () Knowledge gathering (academic)
- () Homestays
- () Business or technical opportunities
- () Social events (meals, dances etc)
- () Other, please specify: _____

F12 If this sister city link has no visits or initiatives for young people in its programme, please indicate why this is the case (at the NZ end):

- () Limited funding
- () Limited resources (other)
- () Lack of a Youth Support person
- () Need to develop knowledge in youth opportunities
- () Young people are not a priority in this relationship
- () No interest shown by Council
- () No interest shown by young people
- () Other, please specify: _____

Relationship 3: Reno, Nevada, USA

F10 Aside from any organised school group visits, does this sister city host young people from your city or district?

Yes. **Please indicate below**

No

Hosted activities

School visits

Sightseeing

Cultural activities

Sporting activities

Knowledge gathering (academic)

Homestays

Business or technical opportunities

Social events (meals, dances etc)

Other, please specify: _____

F11 Aside from any organised school group visits, do you host young people from this sister city?

Yes. **Please indicate below**

No

Hosted activities

School visits

Sightseeing

Cultural activities

Sporting activities

Knowledge gathering (academic)

Homestays

Business or technical opportunities

Social events (meals, dances etc)

Other, please specify: _____

F12 If this sister city link has no visits or initiatives for young people in its programme, please indicate why this is the case (at the NZ end):

- () Limited funding
- () Limited resources (other)
- () Lack of a Youth Support person
- () Need to develop knowledge in youth opportunities
- () Young people are not a priority in this relationship
- () No interest shown by Council
- () No interest shown by young people
- () Other, please specify: _____

SPARE SET FOR USE ONLY IF YOU COMPLETED B2. (Please take additional copies as required).

Relationship: Name of city and country

F10 Aside from any organised school group visits, does this sister city host young people from your city or district?

() Yes. **Please indicate below**

() No

Hosted activities

() School visits

() Sightseeing

() Cultural activities

() Sporting activities

() Knowledge gathering (academic)

() Homestays

() Business or technical opportunities

() Social events (meals, dances etc)

() Other, please specify: _____

F11 Aside from any organised school group visits, do you host young people from this sister city?

() Yes. **Please indicate below**

() No

Hosted activities

() School visits

() Sightseeing

() Cultural activities

() Sporting activities

() Knowledge gathering (academic)

() Homestays

() Business or technical opportunities

() Social events (meals, dances etc)

() Other, please specify: _____

F12 If this sister city link has no visits or initiatives for young people in its programme, please indicate why this is the case (at the NZ end):

- () Limited funding
- () Limited resources (other)
- () Lack of a Youth Support person
- () Need to develop knowledge in youth opportunities
- () Young people are not a priority in this relationship
- () No interest shown by Council
- () No interest shown by young people
- () Other, please specify: _____

G: Looking Forward

Answers to this section will assist in planning for future challenges in developing our Sister City network, and help SCNZ Inc's National Office to tailor its services to members needs.

G1 Is your city or district considering establishing further sister city-type relationships?

() Yes

() No

G2. If you answered Yes in G1, please note the cities and/or countries under consideration, and explain the reasons for considering them.

G3 SCNZ Inc. currently offers the following services. Please rate their usefulness by circling the appropriate number. if you are not aware of a particular service please indicate this by striking it out:

	USEFULNESS				
	Not at all	slightly (a little)	Moderate	very	extremely
News briefs (3-4 per annum)	1	2	3	4	5
Website	1	2	3	4	5
Annual Conference	1	2	3	4	5
Regional Practitioners Workshops	1	2	3	4	5
Resource library – case studies research, success models etc	1	2	3	4	5
Database Directory (links to other national and international organizations)	1	2	3	4	5
Air NZ Awards for best practice	1	2	3	4	5
Business plan	1	2	3	4	5
Advisory service and Enquiry response	1	2	3	4	5

G4 What further services could SCNZ offer? The following are not currently available due to a lack of resources and/or a low usefulness rating in the 2004 survey. Please rate their usefulness in 2008.

USEFULNESS

	Not at all	slightly (a little)	Moderate	very	extremely
Annual journal	1	2	3	4	5
Information kit	1	2	3	4	5
News clipping resource	1	2	3	4	5
Travel information service	1	2	3	4	5
President's visiting programme	1	2	3	4	5
National level pamphlet	1	2	3	4	5
National Youth programme/support	1	2	3	4	5
Other (please specify) _____	1	2	3	4	5

G5 Looking forward to 2010 please rate the importance of the following challenges to your local Sister Cities programme by circling the appropriate response:

IMPORTANCE

	Not at all	slightly (a little)	moderately	very	extremely
Increasing Youth participation	1	2	3	4	5
Developing effective community partnerships	1	2	3	4	5
Linking Sister Cities to multiculturalism and internationalization	1	2	3	4	5
Improving promoting & profiling your programme	1	2	3	4	5
Focusing on economic benefits	1	2	3	4	5
Improving strategic focus on existing and new relationships	1	2	3	4	5
Pioneering new Sister City contacts	1	2	3	4	5
Enhancing Local government-to-local government knowledge & experience sharing	1	2	3	4	5
Developing/establishing new and innovative approaches to Sister City activity	1	2	3	4	5

Appendix Three:

Sample Survey Questionnaire as distributed to Councils without any Known Sister Cities

A: Contact Information

This section is to help us maintain accurate records to assist with communications.

Please remember that the term Sister City is being used to refer to all relationships whether sister city, friendship city or any other formal or informal arrangement for people-to-people exchange between cities, towns and districts.

Please confirm that our contact records are correct. If received blank, please complete.

A1 Council contact information

Council: **Hurunui District Council**

Contact Name and position: **The Chief Executive**

Postal Address: **PO Box 13
AMBERLEY 8251
NORTH CANTERBURY**

Phone Number(s): **03 314 8816**

Fax Number: **03 314 9181**

Email:

A2 If your city or district operates Sister City activities through a community organisation, please also complete this section.

Community organisation 1: _____

Contact Name and position: _____

Postal Address:

Phone Number(s): _____

Fax Number: _____

Email: _____

Community organisation 2: _____

Contact Name and position: _____

Postal Address:

Phone Number(s): _____

Fax Number: _____

Email: _____

A1: Non- Members of SCNZ Inc. – Local Government

This sub-section is specifically for the councils that are not members of SCNZ Inc., either because you have no sister city links and therefore see no relevance in membership, or because you consider that membership returns no or inadequate benefit to your community. **If you answer yes to A1.1, please complete the full survey.**

Please note: To eliminate waste we have not enclosed the full survey where our records show that your council/community has no sister city connections. If that is incorrect and you answer yes to A1.1, please phone 04 5863145 or email office@sistercities.org.nz for a full set of survey documents.

A1.1 Does your community have any sister city links?

- Yes. **Please go to A1.2**
- No, but they are being explored. **Please go to question A1.4**
- No. **Please go to question A1.4**

A1.2 What is the primary reason that your council is not a member of SCNZ Inc?

- No apparent benefit
- Don't attend annual conference so see no reason
- Prefer to spend the funds directly on sister city exchanges
- Subscription is too high
- Other, please explain:

A1.3 What would encourage your council's membership? (you can tick more than one).

- Better publicity of membership benefits
- A more enticing conference format
- A personal presentation on the community benefits
- Increased central government support for sister cities (An 'NZ Inc.' approach)
- A higher sister city budget
- Other, please explain:

If a personal approach would assist, please advise contact details of the most appropriate person:

A1.4 What are the reasons that your council/community does not have any formal international links? (you can tick more than one).

- () Limited council support
- () The lack of a driver (personal or organisation) in the community
- () Benefits are perceived to be limited
- () Commitment required perceived to stretch current resources
- () A lack of interest in internationalisation
- () Other, please explain:

A1.5 What would encourage your council/community's involvement in sister cities? (you can tick more than one).

- () Increased awareness of the benefits
- () Experience of another city or district's sister city exchange
- () A personal presentation on the community benefits
- () Increased central government support for sister cities (A 'NZ Inc.' approach)
- () Other, please explain:

If a personal approach would assist, please advise contact details of the most appropriate person:

This concludes the survey. Thank you for your cooperation.