



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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Population of the state or municipality Economic overview. It is suggested to consider the following data: <ol style="list-style-type: none"> GDP per capita of the state or municipality. Economically Active Population (EAP)a Economic Sectors: primary, secondary and tertiary. Main companies and foreign investments. Programs or promotions for foreign trade. Fiscal and other incentives offered to foreign investors 	Two pages
3.	GOVERNMENT AND PUBLIC AFFAIRS <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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, on 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.



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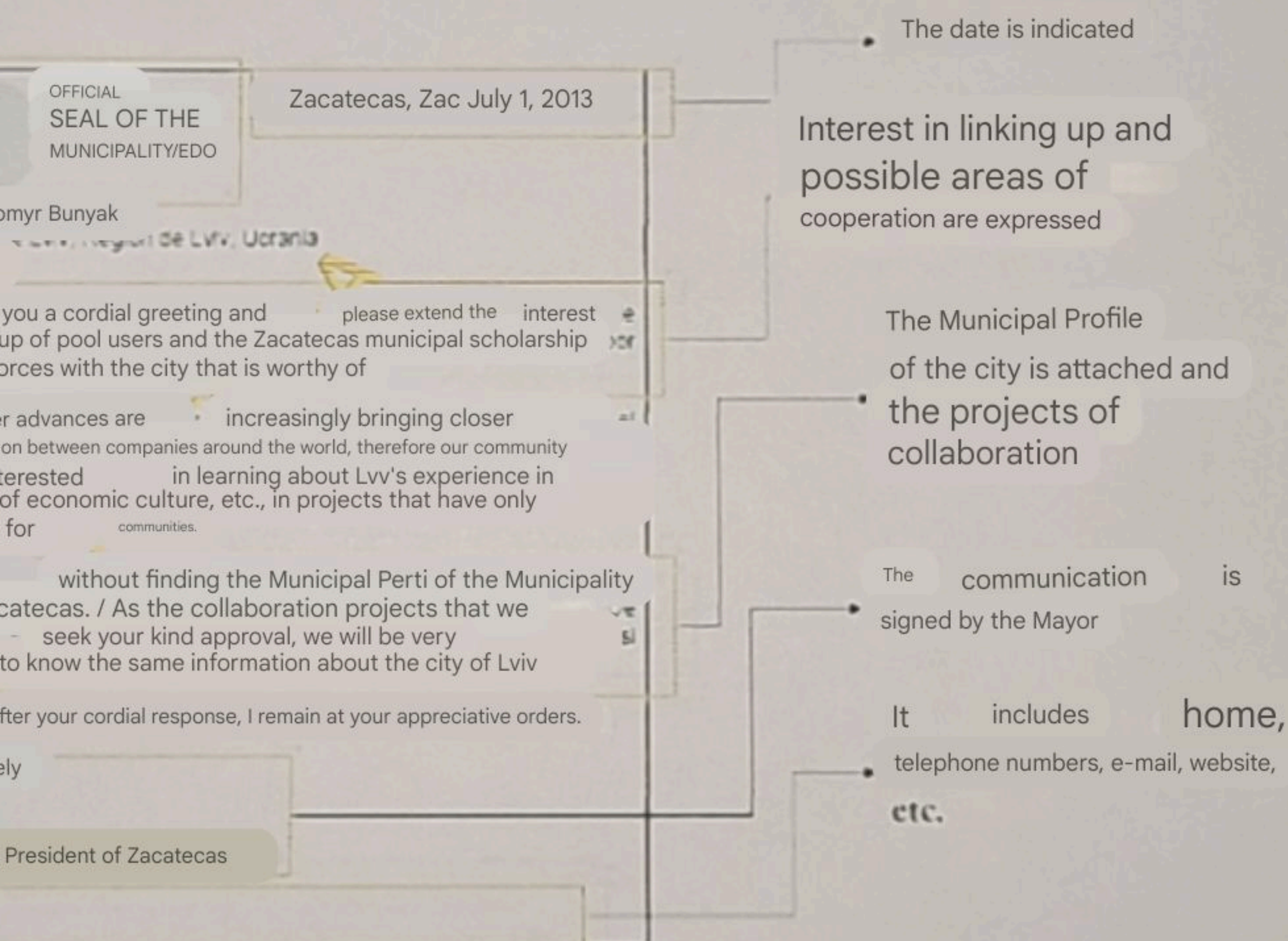
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Guide for the Preparation of a Letter of Intent

It is the formal document that a local authority has to express
interest in a potential foreign partner.

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

It is recommended that this communication be accompanied by the state
profile, detailing the main characteristics, strengths and priorities.



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