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**Exit/transition tool – Sample Call Agenda:**

**Final Partnership Call**

***Please note this is only guidance to identify the main discussion headings, and will need to be adapted to each partner and level of details required.***

1. **Partnership exit process – final call**

* Aim of the final call/visit (*recap, learning, feedback and final steps*)

1. **Update on any significant changes at partner/your org since project ended**
2. **Celebrating the partnership**

* Recap of successes

1. **Most significant learning**

* What is the most significant learning from the work together? (*both partner and your org to share*) / programmatic learning from the project? *(questions can be tailored to each partner)*
* What has the partnership with your org enabled your partners to do that they would now have done otherwise?
* Any other feedback on the partnership and/or what could have been done differently?

1. **Responsible exit feedback (*key point to be discussed during the call*)**

*(recap Responsible exit principles if used)*

* + How did the responsible exit go from your perspective?
  + What do you think went well and what are you happy with?
  + What could have been done differently?
  + Are there are any risks going forward and how will you be addressing them?
  + What are your recommendations for another similar process?
  + Any other feedback on the exit process?

***NB:*** *You might want to capture some* ***quotes*** *that we could use for your internal reporting to the Board to show how the process went, successes and partners’ perspective on this.*

1. **Next steps**
   * Documents to be kept for 6/7 years and access to be given to your org if required – *remind them this is the agreement*
   * Use of case studies
   * References available from your org
   * Check they are subscribed to any org updates you regularly send out
   * Any outstanding actions for the exit?
   * Will receive an official letter from your org to confirm end of partnership
2. **Anything else you would like to share?**
3. **Thank you!**