****

This tool is published by INTRAC in conjunction with the [Exiting and transitioning from partnerships toolkit for small charities](http://www.Intrac.org/ba-exit-toolkit)authored by Lucy Morris – part of a collection of [five toolkits](http://www.intrac.org/ba-toolkits) produced as part of the [*Strengthening Small Organisations with Big Ambitions*](https://www.intrac.org/projects/strengthening-small-organisations-with-big-ambitions/)programme (2021-2022). This programme was funded by the UK Foreign, Commonwealth & Development Office (FCDO) through a Small Charities Challenge Fund (SCCF) Capacity Development Grant

**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!**