

Partnership Agreement Checklist

Use the checklist below to ensure you've covered all aspects in your Partnership Agreement.

1	<p>Vision What is the vision for the partnership?</p>	<input type="checkbox"/>
2	<p>Quality How will high standards be established and maintained? Is there a commitment to improving the quality of the relationship over time? Is the quality of teaching and learning integral to your agreement?</p>	<input type="checkbox"/>
3	<p>Educational objectives How will the partnership contribute to schools' curricula and ethos? What are your agreed educational goals? Have you identified areas of potential or actual curricular collaboration? Will educational outcomes:</p> <ul style="list-style-type: none"> • support mutual respect between learners • challenge and inform perceptions of global citizenship and sustainable development • develop critical thinking • encourage open-mindedness • develop participatory skills? 	<input type="checkbox"/>
4	<p>Values and principles What are schools' values and principles? How do these complement each other? Are there any non-negotiable expectations concerning values and principles?</p>	<input type="checkbox"/>
5	<p>Mutual trust and respect How can mutual trust and respect be established? Should agreed indicators be identified and built into Partnership Agreements? How will a breakdown of trust and/or respect be dealt with? Should a Partnership Agreement take account of this possibility?</p>	<input type="checkbox"/>
6	<p>Sustainability How integral is the partnership to the schools involved? What resources (people, time, skills, finance, external support) are needed to sustain the partnership? Who is actively involved in the partnership? What can be done to reduce dependency on individuals and on particular funding sources? How might community involvement make the partnerships more sustainable?</p>	<input type="checkbox"/>
7	<p>Inclusiveness How inclusive is the partnership? Can this be improved upon? How can marginalised individuals and groups (in school and local communities) be more involved?</p>	<input type="checkbox"/>
8	<p>Obligations and responsibilities What roles and responsibilities does each school have? What happens when/if roles change? What rights and obligations does each school have?</p>	<input type="checkbox"/>
9	<p>Reporting What frameworks will be used for reporting? What will be done to ensure that this is a two-way process?</p>	<input type="checkbox"/>

10	<p>Monitoring progress How will progress be measured, including the development of the partnership itself? When will this happen and who will be involved/responsible? What will be done to ensure that this is an open and collaborative process? What will be the indicators for success? Who will determine these?</p>	<input type="checkbox"/>
11	<p>Evaluation Who will be responsible for evaluating the overall achievements and impact of the partnership? How will this happen and when?</p>	<input type="checkbox"/>
12	<p>Timelines Are there indicative and actual timelines related to specific tasks and outcomes? How detailed does this have to be in Partnership Agreements?</p>	<input type="checkbox"/>
13	<p>Financial issues If money is being transacted, what are the terms, conditions, accounting standards, accountability, etc?</p>	<input type="checkbox"/>
14	<p>Fund-raising If fund-raising is involved, is there a procedure in place to ensure the equal participation of all partners in planning, undertaking fund-raising sections and in agreeing on how funds should be used? Are financial and other contributions valued equally?</p>	<input type="checkbox"/>
15	<p>Opportunities to develop and expand How and by whom will decisions be made about developing the partnership?</p>	<input type="checkbox"/>
16	<p>Conflict resolution What mechanisms will be used to resolve conflicts? What role might third parties play (if any)? Should this be included in Partnership Agreements?</p>	<input type="checkbox"/>
17	<p>Exit strategy What are the plans for exiting from the agreement? Under what conditions might the partnership be terminated prematurely? Should this be included in the Partnership Agreement?</p>	<input type="checkbox"/>
18	<p>Definitions of terms A glossary of the terms used in the agreement. Clarification and agreement of terms can be an important part of the negotiation process and may avoid future problems.</p>	<input type="checkbox"/>

This checklist can be used to:

- help school staff to prepare in advance for negotiations with partners.
- provide an agenda for a joint discussion between partners
- provide possible headings for a written partnership.

Adapted by DGSP from *Partnership Agreement Tool*, WWF-UK Organisation Development Unit