

## **A basic checklist for developing a partnership agreement**

### **Aims and Objectives:**

- What is the purpose of the partnership?
- What added value will it achieve?
- How shall we determine success?

### **Strategy and Activities:**

- How will the partners realise these goals?

### **Membership and Decision Making:**

- What should be the basis for membership of the partnership?
- How will decisions be taken within the partnership?

### **Management and Operation of the Partnership:**

- What are the main issues to address and how will we handle them?
- What principles or ground rules should govern the partnership?
- How will partner responsibilities be divided up/shared?
- How and when will performance be reviewed?

### **Resources:**

- How shall we resource the partnership?

### **Conflict Avoidance/Dispute Resolution:**

- How shall we deal with disputes?

### **Information:**

- What information shall we share?