

Exit and Close out

Close Out Decision

Three months prior to the conclusion of a revised appeal, the ACT Secretariat meets with the requesting members and funding members to determine whether to end the humanitarian project. If the decision is to close the humanitarian project, then a closure decision is issued to the ACT Alliance at that time. This decision is recorded and made available for ACT Alliance member access.

Exit Activities

Prior to closing, the requesting member responsible for the project has the responsibility for ensuring that all project activities are concluded by the project end date established by the end of the revised appeal. Exit activities include, but are not limited to, the following:

- Financial Closure

Completion of all financial transactions by the agreed upon closure date.

- Final Audit

Completion of a financial audit by external auditors of the humanitarian project.

- Learning Review

Per the Monitoring, Evaluation, Accountability & Learning (MEAL) guidance, completion of a Learning Review is to take place prior to the conclusion of the project and usually is within the last month of the project's duration.

Project Completion Report

Humanitarian programme officers close all appeals and RRFs with a closing meeting and a project completion report summarising the response, its accomplishments, and lessons including a summary of income and expenditures.