# PEER REVIEW QUALITY SYSTEM – USEFUL TEMPLATES

## Introduction

The **Peer Review** is the basic tool of the Quality Development Review along with the personal **Portfolio**. The Quality Development Review with two colleagues is aimed at two aspects: first, a review of the minimum criteria and second, a development conversation on the individual advisory portfolio including advisory concept and advisor’s online profile. Please see the Guidelines and Regulations in the website for a full description of the process.

In this document you will find three useful templates to be used to support the peer-review process:

1. **Entry Verification Checklist (see below)**

This template is to be used by the reviewers during the quality development peer-review process to verify the minimum criteria to be fulfilled by the applicant advisor. In the template you will findthe Verification Checklist and in which ways to verify these.

For acceptance into the Quality System without Demeter qualification, the left column shows which minimum criteria have to be checked under the categories ‘Standard’ and ‘all’. If Demeter Qualification is required, the minimum criteria which are indicated with ‘Demeter’ and ‘all’ have to be checked.

1. **Peer-Review Report (see below)**.

This model template is made available as an example for a peer review report and can be used for both Standard (biodynamic) peer review and for applying for Demeter additional recognition.

The report needs to be made and agreed between all three parties, including the applicant advisor and both peer-reviewers. Each peer reviewer needs to submit and signed a separate report. If only one report is submitted, this needs to be signed by both reviewers.

1. **Portfolio Summary for the Advisory Qualification Committee (see below)**

This template is to be used ONLY by advisors applying for Demeter Recognition from his or her CV and Portfolio. The abstract need to be sent to his/her peer reviewers. The peer reviewers will send it as an annex with their peer review report to the Advisory Qualification Committee (AQC). The abstract aims to give a summary of the most important facts from the portfolio and CV that are relevant for the Committee. The abstract is limited to a maximum of two pages/6000 characters.

In case of a lack of clarity, the Advisory Qualification Committee may ask to see additional proof. To prevent such circumstances from arising, please ensure that there is sufficient information and clarity in the written summary/report to allow the interview and criteria verification to be followed up.

ONLY in the case of applications for Demeter Recognition both, the Peer-Review Report and the Portfolio Summary, need to be sent by the peer reviewers to the Advisory coordinator at BFDI :

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**International Biodynamic Advisory Service – Peer Review Quality System**

**ENTRY VERIFICATION CHECKLIST** Date:

**Applicant Advisor**

Name:

Address/Country:

Email:

Phone:

**Peer-Reviewers**

Name of peer reviewer I: Email:

Name of peer reviewer II: Email:

**Verification Options:**

* Portfolio
* References / Feedback
* Conversion plan / Project plan
* Certificate of graduation / Courses / Training
* Mentoring
* Quality of the exchange / Discussion of professional skills and experience

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum criteria to verify** | **Verification via** | **ok** |
| Standard | * Practical experience in biodynamic agriculture (vocational training on a biodynamic/Demeter farm or experience as a biodynamic farmer) * AND Vocational training in agriculture OR a university degree in agronomy * OR comparable training or experience |  |  |
| Demeter | * 5 years of practical experience in biodynamic agriculture (vocational training on a biodynamic/Demeter farm or experience as a biodynamic farmer) * AND vocational training in agriculture OR a university degree in agronomy * OR comparable training or experience |  |  |
| Demeter | * Understand the origins and principles of the regulations and be able to explain the standards in a language that is clear for all. * Familiarise his or herself with the broader organic certification standards relevant to the trading markets. * Assess the rigour of regulations according to the local reality of each farm and know how and when to apply for exceptions if necessary. |  |  |
| Demeter | * In-depth knowledge of the Demeter International Standard * Keep up to date with changes to the International Demeter Biodynamic standards. |  |  |
| Demeter | * Accompany and guide a conversion process from beginning to end. * Know and be able to explain in detail the requirements and stages of the conversion plan. * Carry out a comprehensive diagnosis of the farm organism (maintaining a global vision of the farm while still being able to observe and understand crucial details). * Elaborate together with the farmer the stages of the conversion process in an accessible language. * Systematically and clearly document process and agreements. |  |  |
| All | * Knowledge of biodynamic preparations and application practices in different situations including in relation to climate zones and fields of work |  |  |
| Demeter | * Ability to advise in specific situations on how the use of biodynamic preparations and other biodynamic practices can be sustainably integrated on the farm. * Hands on experience with the making of the storage and the application of all Biodynamic preparations. |  |  |
| All | * Expertise or proven experience in the listed fields of work/special crops |  |  |
| All | * Proven experience in the listed countries/areas of work |  |  |
|  | **Development Conversation** |  |  |
| All | * Discussion on the listed language skills |  |  |
| All | * Advisors Profile:   The portfolio and online profile shows the experience, competences and expertise in relation to biodynamic advisory work (professional skills, methodological skills, personal and social skills). Please consult therefore the Archetypical Competence Profile (download from website) |  |  |
| All | * Advisory Concept:   This can contain the advisor’s basic attitude and advisory practice, reference to theory, aims, methodology, communication method, contract process, client feedback, evaluation, etc. |  |  |
| All | * Self-evaluation: Which questions were most relevant and why? How do they work and what is the result of working with the self-evaluation? |  |  |

**International Biodynamic Advisory Service – Peer Review Quality System**

**PEER-REVIEW REPORT**

* **Annex with abstract (for Demeter Recognition) of the portfolio attached:** (yes / no)
* **Description of Portfolio:** Describe for example: a) was portfolio complete? b) could sufficient proof be shown? c) does the advisor have all the necessary documents in case he is requested to provide them?
* **Impression of the Peer Review:** Describe for example: a) special attention to relevant items from the portfolio and why, b) characterisation of the person’s work, c) characterisation of the peer review conversation.
* **Review of a relevant Conversion Plan:** Please describe for example; a) plan writing skills, completeness, comprehension of the conversion process
* **REVIEW OF MINIMUM REQUIREMENTS:**
* **Standard (biodynamic) minimum requirements**:describe if these are met or, if not, to what extent.
* **Demeter minimum requirements:** describe if these are met or, if not, to what extent

**DECISION ON RECOGNITION**

**Please choose:**

* I as a peer reviewer confirm that the Biodynamic Advisors Candidate meets the minimum requirements to enter into the Biodynamic Advisory Quality System
* I as peer reviewer unconditionally recommend that the Demeter Advisory Candidate shall be recognised as a Demeter advisor in the international context.

**Please describe in detail your Conditions or Recommendations for the applicant advisors:**

* I as peer reviewer recommend that the Biodynamic Advisory Candidate ………………….
* I as peer reviewer recommend that the Demeter Advisory Candidate ……………………….

**Your signature as a peer reviewer**

Signature

Place and Date

**A copy of this report is shared in all instances between the 3 parties involved.**

**International Biodynamic Advisory Service – Peer Review Quality System**

**PORTFOLIO SUMMARY**

**Applicant Advisor Name:**

Address:

Email:

Phone:

**Vocational trainings**

Describe most relevant training.

**Languages**

Describe the languages in which you can provide advice.

**Practical experience**

List your most important practical experience.

**Crop expertise, climate zones**

List the crops for which you can do advisory work and the climate zones in which you have been active as an advisor.

**Knowledge of Biodynamic Preparations**

Describe your experience.

**Knowledge of Demeter and other Standards**

Describe relevant education, qualifications and/or experience.

**Skills**

Describe relevant advisory skills.

**Commitments**

Describe membership of relevant associations/organisations

**Further Comments:**