# PEER REVIEW QUALITY SYSTEM – Renewal of Recognition Template

## Introduction Renewal of Recognition and Reporting

After a period of three years, all recognized advisors will be required to undergo a Renewal of Recognition review regardless their type of recognition (so both Standard and Demeter advisors).

The purpose of the Renewal of Recognition review is not to verify qualifications as this was done with the Entry Peer-review process. Rather, the Renewal Process is a personal development conversation that should focus on the processes the advisor has gone through during the last three years. It is a Constructive Process that invites to reflect and to share common challenges and experiences among colleagues. It should be considered as an opportunity for learning and development not only for advisors, but also for peers and colleagues. The goal of the Renewal process is to guarantee and further develop the quality of the Biodynamic and Demeter advisory service and ensure the creation of transparency and trust.

In this document you will find a template to Report the Renewal of Recognition Process (see below). This template is the basic tool of the Quality Development Review along with the personal Portfolio where personal development is kept recorded. **Peer-reviewers can use this template to Report** the most important information captured during the peer-review process. Additionally, in this report peer reviewers can define the main learning tasks for the next period and/or can set further conditions for the next approval in 3 years. This report will serve as a basis for the next Renewal of Recognition quality development review in 3 years.

Peer reviewers can develop a common report or two individual written reports. **The reports must be accepted by all three parties.**

For a detailed description of the Renewal of Recognition process please read once more the Portfolio and the Renewal of Recognition sections in the **Guidelines and Regulation** document from the website([www.biodynamic-advisors.org](http://www.biodynamic-advisors.org)). In the guidelines you will find useful information on how to select your peer-reviewers, how to register the process in the quality system once the peer-review has been carried out, and all additional steps needed if you are renewing your recognition as a Demeter advisor.

A very useful **Technical Guideline** to help you carry-out and successfully register your Renewal of Recognition process in the Quality System can also be downloaded from the website.

The **Archetypical Competence Profile** (downloadable from the website) can also be reviewed for its relevance as a preparatory reflection to the Peer Review.

**If you have any doubts or questions about the Renewal of Recognition process, please contact the advisory coordinator at BFDI: Maria Paz Bernaschina (paz.bernaschina@demeter.net)**

# International Biodynamic Advisory – Peer Review Quality System

**RENEWAL OF RECOGNITION CHECKLIST** Date

**Applicant Advisor**

Name:

Address/Country:

Email:

Phone:

**Peer-Reviewers**

Name of peer reviewer I: Email:

Name of peer reviewer II: Email:

**KEY TOPICS TO BE REVIEWED**

**The online advisor’s profile on** [**www.biodynamic-advisors.org**](http://www.biodynamic-advisors.org)

The online Advisor’s profile should be reviewed together, is it up to date? Does it reflect the current practice of the advisor? Is it understandable and complete? *Please, describe your findings.*

**Conditions/Recommendations from previous Peer Review**

If conditions or suggestions for improvements were proposed during the entry peer-review process, these should be identified and reviewed during this peer review. *Please, describe your findings.*

**For additional Demeter Recognition; content of confirmation letter**

The Confirmation Letter received upon entry to the quality system should be shared and discussed during the review if conditions or recommendations apply. What actions were undertaken? *Please, describe your findings.*

**Updated Portfolio**

Relevant further professional training in the last 3 years including case descriptions, further training, experiences, should be documented in the updated Portfolio and should be shared with the reviewers. *Did the advisor update her/himself in the relevant Standards for example? What action was undertaken to the end? Which advisory situations would require further personal development and why? What can be recommended? Please, describe your findings.*

**The Archetypical Competence Profile (downloadable from the website)**

This can be reviewed for its relevance as a preparatory reflection to the Peer Review. What applies? What could be developed? What can the reviewers recommend? How to make additional professional steps? *Please, describe your findings.*

**SUMMARY OF IMPRESSIONS OF THE PEER-REVIEW**

Please provide a detailed description of your main impression as peer-reviewers. 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.

**KEY LEARNING TASKS FOR THE NEXT PERIOD**

Please describe the key learning tasks or actions for the next period agreed between all three parties.

**DECISION ON RECOGNITION**

**Unconditional Renewal:**

Please choose from the following options:

* I as peer reviewer unconditionally recommend that the Biodynamic Advisor’s recognition shall be renewed.
* I as peer reviewer unconditionally recommend that the Demeter Advisor’s recognition shall be renewed.

**Conditional Renewal**

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

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

**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.

Only in the case of CONDITIONAL Renewal for Demeter Recognition this Report should be sent by the peer-reviewers to the coordinator at BFDI:

Maria Paz Bernaschina (paz.bernaschina@demeter.net)

*Biodynamic Federation – Demeter International*

*Head office I Brandschneise 1 I 64295 Darmstadt I GERMANY*