Peer Review Quality System – Renewal of Recognition Technical Guideline

After three years in the Quality System, all recognized Advisors are required to undergo a Renewal of Recognition. The technical steps you need to go through to undertake this process are described in this document:

- 1. Go to the website (https://www.biodynamic-advisors.org/en/)
- 2. Read the updated guidelines on the website and check out the new templates with adapted questions for the Renewal of Recognition.

choose your language

- 3. Update your Advisors portfolio (see guidelines)
- 4. Organize your Renewal of Recognition Review with 2 peer reviewers.

BIODYNAMIC FEDERATION demots Sektion für	m Landwirtschaft	DE EN FR ES
	Peer Review Quality System Directory of biodynamic advisor	
Text search	All Countries	Search

- 5. After having conducted your Peer Review, Login with your username and password. If you don't remember your password, the password can be requested (you need your username or e-mail address).
- 6. Please first check if your online profile is up to date.

BIODYNAMIC FEDERATION	haft	Home	Directory Advisors	Login	Contact	
Public Profile Contracts User Logout (* Advisors profile I will ruthfully fill in my data and ensure that my advisory profile is up to date myselfl *Please note that the fields you fill in yourself will appear in the language in which you enter them Your public profile is not yet activated for the public, for details please explore the contract area. Profil Offline / Online						
Name	Firstname					
Sommer	Sarah					
Address						
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Phone	E-Mail					

- 7. Then, go to the **Contracts** Area, where you will find all your data:
 - a. Dates when you signed the charter,
 - b. Date when you confirmed to meet the requested **minimum criteria** so enter the system,
 - c. Date of the **peer review**, the names and mails of your peer reviewer and their feedback

Peer Development Review	MAKE NEW ENTRY

8. At the bottom of the contracts Area, you will find the possibility to make a new entry. Press the bottom and there you can enter the names of your peer reviewers and their (correct!) emails here. Add the date when the Peer Review has been conducted and confirm its accomplishment.

Public Profile					
Quality Development Review - Peer Review					
Further information can be found in the document "Peer Review Quality System - Guidelines and Regulations".					
Peer-review partner 1 *	E-mail Peer-review partner 1 *				
Lukas Maschek	lukas.maschek@goetheanum.ch				
Peer-review partner 2 *	E-mail Peer-review partner 2 *				
Anna Storchenegger	sektion.landwirtschaft@goetheanum.ch				
Date peer-review *					
□ I hereby confirm that I have completed the Quality Development Review. *					
\bigcirc					
	REQUEST CONFIRMATION				

- 9. When you **Request Confirmation**, the peer reviewers will receive a mail, in which they can confirm or reject your renewal of recognition.
- 10. Nevertheless, a report of the peer review should be written by the peer reviewers, (check out the "Template Renewal of Recognition Peer Review") in which findings, goals, tips, or further training suggestions are shared.
- 11. In your **contracts** area you will find the new dates and the status (positive, negative, pending) of your request.

For Further information, please contact:

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