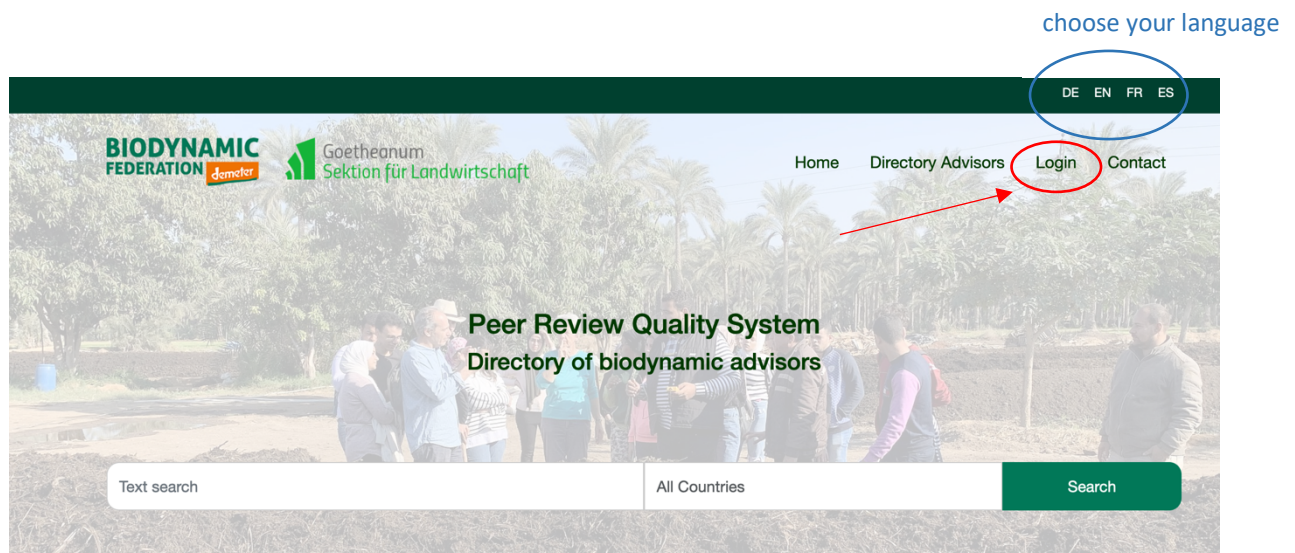


# Peer Review Quality System – Renewal of Recognition

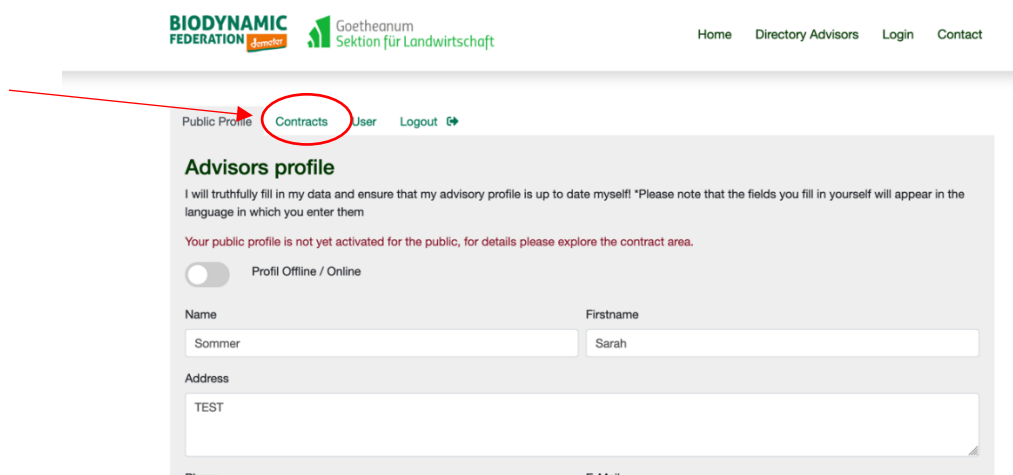
## Technical Guideline

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:

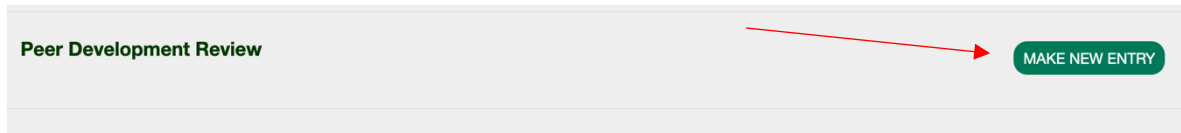
1. Go to the website (<https://www.biodynamic-advisors.org/en/>)
2. Read the updated guidelines on the website and check out the new templates with adapted questions for the Renewal of Recognition.
3. Update your Advisors portfolio (see guidelines)
4. Organize your Renewal of Recognition Review with 2 peer reviewers.



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.



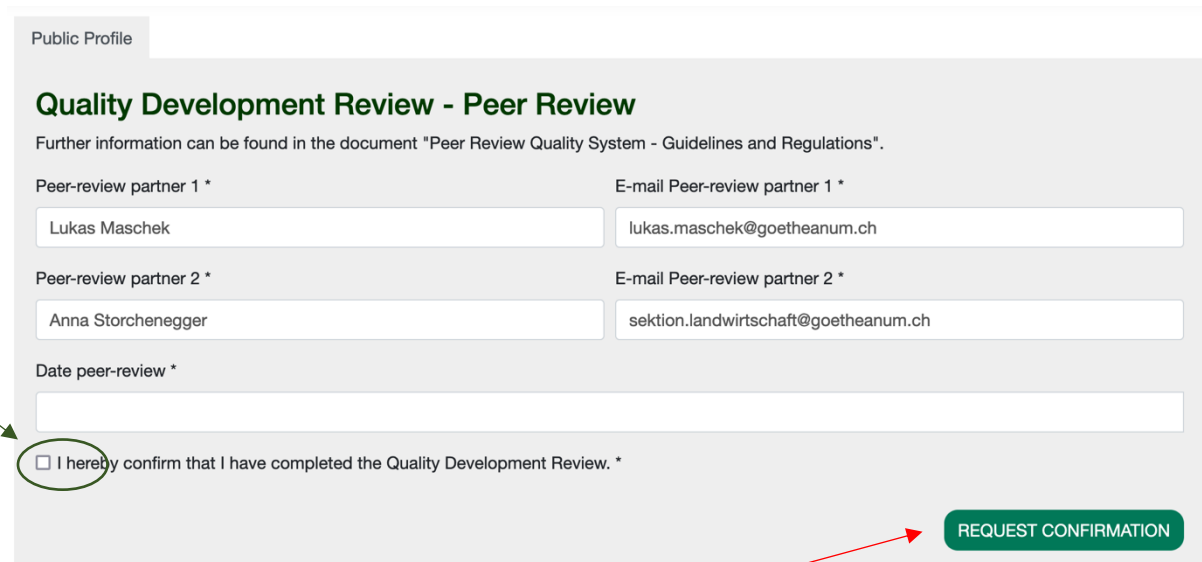
7. Then, go to the **Contracts** - Area, where you will find all your data:
  - a. Dates when you signed the **charter**,
  - b. Date when you confirmed to meet the requested **minimum criteria** so enter the system,
  - c. Date of the **peer review**, the names and mails of your peer reviewer and their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

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Peer-review partner 2 \*

Anna Storchenegger

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sektion.landwirtschaft@goetheanum.ch

Date peer-review \*

☐ I hereby confirm that I have completed the Quality Development Review. \*

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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