# International Biodynamic Advisory Service – Peer Review Quality System

## Introduction to verification and reporting

The **Peer Review Verification Checklist** 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 competence profile. This Verification Checklist details the minimum criteria with 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 ‘biodynamic’ and ‘all’. If Demeter Qualification is required, the minimum criteria which are indicated with ‘Demeter’ and ‘all’ have to be checked.

**A written summary/report of the Quality Development Review needs to be made and agreed between all parties (see below)**. Confirmation of or rejection from inclusion in the quality system must be officially communicated to the applicant by the colleagues via the confirmation/rejection link, received beforehand from the online system (see also the general document on Guidelines and Regulations).

Demeter Qualification is decided by the Qualification Committee (see also the Guidelines and Regulations) four times a year. Two model templates are available for the committee’s decision-making process:

1. **Model report Peer Review Demeter Qualification**

**(template for the peer reviewers, below the verification checklist)**

This model template is made available as an example for a peer review report to the Qualification Committee and complements the checklist as a reporting tool. It is based on the assumption that the reporting by the two peer reviewers can be shared in one document that is signed by both reviewers. If the peer reviewers provide separate reports, this model template can be adapted accordingly with your own company’s letterhead and a single signature to make it individual.

1. **Model for abstract of Portfolio for Qualification Committee   
   (summary of portfolio made by the applicant and sent to the peer reviewers)**

The abstract is created by the Demeter Qualification candidate from his or her CV and portfolio and is sent to his/her peer reviewers, to avoid the committee receiving very long portfolios. The peer reviewers send this as an annex with their peer review report to the Qualification Committee. The abstract aims to give a summary of the most important facts from the portfolio and CV that are relevant for the Qualification Committee. The abstract is limited to a maximum of two pages.

In case of a lack of clarity, the Qualification Committee may ask to see clear proof. To prevent such circumstances 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. The final admission decision will then be communicated officially via the confirmation/rejection link received previously in the application email. The Demeter additional Qualification gained will be visible in the advisory database and on the Demeter International website.

## International Biodynamic Advisory - Peer Review Quality System

Checkliste Peer Review fromDate

**Applicant Advisor Name:**

Address:

Email:

Phone:

Name of peer reviewer 1: Email:

Name of peer reviewer 2: 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** |
| Biodynamic | * 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 | * In-depth knowledge of the relevant organic regulations of the country of origin and export |  |  |
| Demeter | * In-depth knowledge of the Demeter International Standard |  |  |
| 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 * Ability to analyse the initial situation in relation to the Demeter International Standards, also taking into account the relevant Organic Regulation * Ability to clearly formulate and communicate in writing the steps required for conversion |  |  |
| all | * Knowledge of biodynamic preparations and application practices in different situations including in relation to climate zones and fields of work |  |  |
| 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 (no assessment)** |  |  |
| all | * Discussion on the listed language skills |  |  |
| all | * Advisory Competences:   The competence profile shows the experience, competences and expertise in relation to biodynamic advisory work (professional skills, methodological skills, personal and social skills). |  |  |
| 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? |  |  |

**Peer Review Quality System – Demeter Qualification: Model report**

This model template is made available as an example for a peer review report to the advisory Quality Committee and complements the questionnaire as a reporting tool. It is based on the assumption that the reporting by the two peer reviewers can be shared in one document that is signed by both reviewers. If the peer reviewers provide separate reports, this model template can be adapted accordingly with your own company’s letterhead and a single signature to make it individual.

**Annex with abstract of the portfolio attached:** (yes / no)

**Description of portfolio completeness:**

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

**Description of review of a relevant conversion plan:**

Describe for example; a) plan writing skills, completeness, comprehension of the conversion process

**Review of minimum requirements:**

* **General 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

**Recommendation:**

Please choose

* I as peer reviewer 1 unconditionally recommend that the Demeter Advisory Candidate shall be recognised as a Demeter advisor in the international context
* I as peer reviewer 2 unconditionally recommend that the Demeter Advisory Candidate shall be recognised as a Demeter advisor in the international context

Or, and describe your recommendation in detail:

* I as peer reviewer 1 recommend that the Demeter Advisory Candidate ……………………….
* I as peer reviewer 2 recommend that the Demeter Advisory Candidate ……………………….

**Signatures**

Signature peer reviewer 2

Place and date

Signature peer reviewer 1:

Place and date

To be sent to:

Biodynamic Federation – Demeter International

Head office I Brandschneise 1 I 64295 Darmstadt I GERMANY

Email: [petra.derkzen@demeter.net](mailto:petra.derkzen@demeter.net)