# Peer Review Quality System – Template Entry Verification Checklist and Report

## Introduction to Entry verification and reporting

The **Peer Review** is the basic tool of the Quality Development Review along with the personal **Portfolio**. As a working tool this template can be used. 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. This Verification Checklist details the minimum criteria 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.

**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 peer reviewers via the confirmation/rejection link, received beforehand from the online system, at the time when the advisor enters the date and the email addresses after the Quality Development Review. (see also the general document on Guidelines and Regulations). Make sure that the peer reviewers know when this happens so that the confirmation link does not disappear in their spam folder.

Demeter Qualification is decided by the Advisory 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. **This template Peer Review Entry Verification Checklist**

**(template for the peer reviewers, see below)**

The below template is made available as an example for a peer review. It is based on the assumption that the peer reviewers provide separate reports, this template can be adapted accordingly with your own company’s letterhead and a single signature to make it individual.

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

The abstract is created by the applicant for Demeter Recognition from his or her CV and portfolio and is sent to his/her peer reviewers, to avoid that the committee receives very long portfolios. The peer reviewers send this as an annex with their peer review report to the Advisory Qualification Committee. 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 and the *Template can be downloaded from the website*.

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. The final admission decision will then be communicated officially via the confirmation/rejection link received by the Peer Reviewers and the Demeter logo will be made visible by the coordinator.

## International Biodynamic Advisors - Peer Review Quality System

Entry Verification Checklist - Peer Review fromDate

**Name of advisor as applicant /candidate:**

Address/Country:

Email:

Phone:

Your name (as peer reviewer) Your email:

Name of other peer reviewer 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 (no assessment)** |  |  |
| 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? |  |  |

**Peer Review Quality System – Reporting**

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.

**Annex with abstract (for Demeter Recognition) 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:**

* **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/Recommendation:**

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

And/Or, please describe your recommendation in detail:

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

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

**Your signature as a peer reviewer**

Signature

Place and date

For applicants of additional Demeter recognition, to be sent by the peer reviewers 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)