# 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 process is to guarantee and further develop the quality of the Biodynamic and Demeter advisory service and ensure the creation of transparency and trust.

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 period. It is a Constructive Process that invites to reflect and to share common challenges and experiences among colleagues. The whole process should be considered as an opportunity for learning and development not only for advisors, but also for peers and colleagues.

**Process - Step by step**

1. The recognized advisor will see the possibility to organize a new Peer Development Review for recognition once he/she logs in on the website [www.biodynamic-advisors.org](http://www.biodynamic-advisors.org) in the contracts area.
2. The recognized advisor is required to organize a Renewal of Recognition Quality Development Review with 2 colleagues (see above how to select colleagues).
3. The advisor and the peer reviewers define the main learning tasks for the next period. The peer reviewers can set further conditions for the next approval in 3 years. The most important information from the interview is captured in a common report or two individual written reports written by the peer reviewers. **The reports must be accepted by all three parties.** They will serve as a basis for the next Renewal of Recognition quality development review in 3 years.
4. Once the Renewal of Recognition Quality Development Review has been carried out, the recognized advisor enters names and review date in his login on the website. The peer reviewers receive an email notification from the website and are requested to confirm or reject the Renewal of Recognition. *Make sure that the peer reviewers know when this happens so that the confirmation link does not disappear in their spam folder.*

**additional for Demeter advisors**

2.a Both peer reviewers must already be recognised in the quality system (see [www.biodynamic-advisors.org](http://www.biodynamic-advisors.org)) as qualified Demeter advisors. (Assistance in finding suitable peer reviewers can be provided, please contact the coordination.

6.a The peer reviewers notify the coordinator of BFDI in case renewal of Demeter recognition is requested of their conclusion of their review (confirmed or rejected Renewal of Recognition) through the report.

6.a If no condition was formulated at the Entry Recognition and no further recommendations were formulated at the Renewal of Recognition, no involvement of the Advisory Qualification Committee will be requested. The coordinator will confirm Renewal of Recognition with a new recognition letter for 3 years.

6.b In the case a condition or recommendation was formulated in the received letter upon Entry into the Quality System, the Peer Reviewers report their findings from the Renewal of Recognition review to the coordinator of BFDI. In case doubts arise on fulfillment, the report will be discussed in the Advisory Qualification Committee.

This **template** is the basic tool of the Quality Development Review along with the personal **Portfolio** where personal development is kept recorded. **The Archetypical Competence Profile** (downloadable from the website) can be reviewed for its relevance as a preparatory reflection to the Peer Review.

**Read once more the Guidelines and Regulation document from the website on the portfolio and the Renewal of Recognition!**

## International Biodynamic Advisory - Peer Review Quality System

Template Renewal of Recognition Checklist

Peer Review fromDate

**Name of advisor as Renewal of Recognition candidate:**

Address/Country:

Email:

Phone:

Your name (as peer reviewer) Your email:

Name of other peer reviewer Email:

1. 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?

*Describe here your findings*

1. 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.

*Describe here your findings*

1. For additional Demeter recognition; content of confirmation letter

In the case of Demeter recognition the received Confirmation Letter upon entry should be shared and discussed during the review if conditions or recommendations apply. What actions were undertaken?

*Describe here your findings*

1. Updated Portfolio with case descriptions, further training, experiences in the last 3 years

Relevant further professional training 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?

*Describe here your findings*

1. 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?

*Describe here your findings*

**Summary description of 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 key learning tasks for the next period**

Describe agreed actions.

**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**

Or, and describe your recommendation in detail:

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

**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

Only to be send: In the case of CONDITIONAL Renewal for Demeter Recognition

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)