

## Peer Review Initial Information Sheet

### 1) Contact information

Name of Guidance Centre:

Address:

Telephone, fax, e-mail:

Contact persons	Name	Contact (e-mail)
Manager/Head of Organisation/Unit		
Peer Review Facilitator		
Other persons responsible		

2) **Starting point** (e.g. prior evaluations, national quality requirements applicable etc.) and decision to conduct Peer Review (taken when and by whom?)

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### 3) Aims and purpose of the Peer Review

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4) **External organisation**

Single Peer Review (Peers come from different Guidance centre)

Reciprocal Peer Review (Peer Review with one partner institution)

Peer Review in a Network (more than 2 Guidance centre have a common Peer Team)

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5) **Internal organisation for the conduct of the Peer Review** (Describe who is responsible for which tasks)

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### 6) Overview of the procedure and time schedule

Activity	Timeframe and (due) dates
Self-Evaluation	
Self-Report (due 1 month before Visit at the latest)	
Preparation of Peer Visit	
Peer Visit	Give 2 possible dates (reserve a whole week) Date 1: Date 2:

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Peer Review Report

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Action Plan and Improvements

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### 7) Quality Areas

At least two quality areas should be tackled and among them at least one should be a “core” quality area.

7.1) Special evaluation questions for the Peers

7.2) Requests concerning the Peers - required expertise, from which institution(s) etc.

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8) Further comments and requests to the Coordinating Body (if applicable)

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9) Annex a list of possible Peers with name, address and contact information