**Peer Review Report**

**[Name of VNFIL Provider]**

**[Year]**

**[Names of Peers]**

**Author:**

**Released by:**

**[Date, Version No./final]**

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# Data Sheet

🢂 Tip: Updated from Self-Report, if necessary, otherwise identical.

**1) Contact information**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of VNFIL provider | | | |  | | | | |
| Address | | |  | | | | |
| Telephone, fax, e-mail | | |  | | | | |
| Contact persons | Name | | | | | Contact (e-mail) | |
| Director/Manager |  | | | | |  | |
| Peer Review Facilitator |  | | | | |  | |
| Other persons responsible |  | | | | |  | |
| **2) Starting point** (e.g. prior evaluations, national quality requirements applicable etc.) and decision to conduct the Peer Review (taken when and by whom?) | | | | | | |
| **3) Aims and purpose of the Peer Review** | | | | | | |
| **4) External organisation** | | Single Peer Review  Reciprocal Peer Review  Peer Review in a Network | | | | |
| **5) Internal organisation** (Describe who was responsible for which tasks.) | | | | | | |
| **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 | | | | |  | |
| Peer Review Report | | | | |  | |
| Action Plan and Improvements | | | | |  | |
|  | |  | | | | |
| **7) Quality Areas**    7.1) List of special evaluation questions for the Peers | | | | | | |

**8) List of Peers with names and contact information**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Institution | E-mail |
| Peer Coordinator |  |  |  |
| Peer |  |  |  |
| Peer |  |  |  |
| Peer |  |  |  |
| Special Functions | | | |
| Evaluation Expert |  |  |  |
| Transnational Peer |  |  |  |
| GM & Diversity Expert |  |  |  |

**9) Signatures of the Peers**

Place

Date

# Description of the VNFIL provider

This section includes a summary of the corresponding section in the Self-Report which should ideally not exceed one page.

## Summary: Description of VNFIL provision

Max. 0.5 pages

## Summary: Mission Statement

Max. 0.5 pages

## Summary: Quality Assurance and Development: policies and measures

Max. 0.5 pages

# Peer Review procedure

## Methods for collecting data and sources

max. 0.5 – 1 pages

Attach Agenda for the Peer Visit in Annex.

# Assessment of Quality Areas

Please describe the results of the Peer Review in continuous text (only illustrative use of tables).

Each quality area and outcome must be assessed separately (max. 1 page per outcome).

For each quality area, the description should address the criteria (and the individual indicators, if possible) specifying the quality areas. This is the main part.

The evaluation questions formulated by the VNFIL provider should be dealt with in the corresponding quality area.

Recommendations for the assessment procedure:

1. All relevant information gleaned during the Visit (based on interview minutes, observation charts etc.) should be sorted according to its relevance 1) to the quality area and 2) the criteria. Findings should then be analysed and categorised as examples of strengths or areas for improvement. It may not always be easy to attribute findings to one of the two categories, and individual Peers may also have different views. Differences should be recognised and discussed thoroughly.
2. For each outcome, the strengths and areas of improvement should be summarised.
3. Then the whole Quality Area should be assessed on the basis of the assessment of the strengths and areas of improvement on the level of the criteria. Sources of evidence should also be recorded briefly.
4. Findings that do not fit into any of the quality areas chosen for the review can be attached pending agreement of the VNFIL provider.
5. Recommendations can also be attached, if asked for by the VNFIL institution.
6. After each Quality Area has been assessed in this way, it should be relatively easy to provide an overall assessment of the quality areas reviewed, to give oral feedback to the VNFIL provider, and to fill in the Peer Review Report.

## Quality Area 1:  indicate which

Outcome 1:  (indicate which)

Strengths and areas of improvement by outcome  
(if possible with reference to the indicators, and indicating the sources)

Outcome 2:  (indicate which)

Strengths and areas of improvement by outcome  
(if possible with reference to the indicators, and indicating the sources)

Outcome 3 etc.

Overall assessment of the quality area 1

(Verbal assessment on the basis of the key evidence found on the levels of criteria and indicators. sources of evidence should also be recorded briefly)

## 

## Quality Area 2:  (indicate which)

#### Outcome 1:  (indicate which)

Strengths and areas of improvement by outcome  
(if possible with reference to the indicators, and indicating the sources)

Outcome 2:  (indicate which)

Strengths and Areas of Improvement by outcome  
(if possible with reference to the indicators, and indicating the sources)

Outcome 3 etc.

Overall assessment of the quality area 2

(Verbal assessment on the basis of the key evidence found on the levels of criteria and indicators. Sources of evidence should also be recorded briefly)

## 

## Quality Area 3 etc

🢂Do you really want to review more than two Quality Areas? ;)

## 

## Additional chapters (optional)

**Additional Chapters** can be included, **if necessary.** But only do so for a very good reason. It will make the Peer Review Report longer and often does not contribute to clarity.

Chapters added could be

**Overall Assessment (Executive Summary)**

This is sometimes helpful for the Provider if it wants to publish the report but only the main findings (and not the whole report) It can also give guidance on the most salient points.

**Additional findings** (outside the chosen Quality Areas)

Only furnish them if the Provider wants to receive this information (see also the provisions in the Manual and the recommendations for analysis and assessment given above)

**Suggestions of the Peer Team**

If the VNFIL-provider specifically asks the peer team to provide them with suggestions, and the Peer Team feels able to provide the VNFIl-provider with suggestions, here is the place to do so (not in the assessment of the quality areas!).

# Annex

Annex relevant documents, i.e. the Agenda of the Peer Visit, interview guidelines, observation guidelines/grids etc.

## Agenda of Peer Visit

## Interview Guidelines for Peer Visit / Observation Grids

## 

## 

## 

## etc.

🢂 **Tip:** Delete all explanations and tips after the completion of the Self-Report – this will make the report leaner and easier to read.