

Peer-review guide

This template is designed to support partnerships in conducting effective peer-reviews, whether in-person, online, or hybrid. Peer-reviews help strengthen collaboration, share good practices, and improve performance against Fairtrade Award criteria.

Benefits of peer-review

- Exchange ideas and learn from other partnerships.
- Identify areas for improvement and share resources.
- Build stronger networks and foster collaboration.
- Contribute to continuous improvement for Fairtrade initiatives.

Guidance for online or hybrid reviews

If an in-person review is not possible, use video conferencing tools (e.g., Zoom, Teams) to conduct the review. Ensure screen-sharing is enabled for evidence review. Agree on digital access to documents beforehand and confirm accessibility requirements for all participants.

Peer-review checklist

Before the review:

- Confirm participants from both partnerships (including staff and student representatives).
- Agree on date, time, and format (in-person, online, hybrid).
- Share agenda and evidence requirements in advance.
- Arrange meeting space or virtual platform access.

During the review:

- Follow the agreed agenda and timetable.
- Review evidence collaboratively.
- Take notes on strengths, areas for improvement, and ideas for collaboration.

After the review:

- Provide feedback within 2 weeks.
- Upload feedback as evidence for both partnerships.
- Plan follow-up actions or joint initiatives.

Suggested Timetable

Morning: Welcome and introductions

Campus or virtual tour

Evidence review session

Afternoon: Feedback discussion and next steps

Feedback Template

Areas for improvement:

Offers of support:

Key learnings:

Ideas for future collaboration:

This template is designed to be accessible. If you require an alternative format, please contact university@fairtrade.org.uk.

Alternative Types of Review

We welcome alternative types of peer-review that focus on specific areas of interest relating to Fairtrade. For example, partnerships may choose to review a particular theme such as procurement, campaigning, curriculum integration, or student engagement. These focused reviews can provide deeper insights and targeted recommendations for improvement.

Guidance for focused reviews:

- Agree on the specific area of interest before the review.
- Share relevant evidence and resources related to that area in advance.
- Use the feedback template to capture detailed observations and suggestions for that theme.
- Consider follow-up actions or collaborative projects based on findings.