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1. Introduction

Mandate of the World Health Organization (WHO) and the WHO Family of International Classifications (WHO-FIC) Network is the maintenance of international classifications on health. This maintenance is mainly carried out through updating. Ensuring that a classification is regularly updated to reflect the necessities of its users is necessary so that the classification is effectively used over the years. The Update and Revision Committee (URC) supports the WHO-FIC network in this task.

The ICF Update Platform is a web-based system that allows users to enter and review proposals for ICF updates. It is open to any person, although different users have different levels of authorization. The ICF Update Platform collects proposals for ICF updates in a structured manner and users may browse through the ICF classification and see what is proposed in each part of it. Moreover, the platform manages the whole process of proposal review, from the moment a proposal is first entered into the platform until its removal from the system or implementation in the ICF.

Working with a platform facilitates communication among the experts involved in the review of ICF update proposals and allows transparency in the proposal review process by having reviewers’ comments visible to other users.

This document, the User Guide, describes how to use the ICF Update Platform.

The ICF Update Platform User Guide will first describe the steps through which a proposal passes before being accepted. It will then provide information on the different user groups. Following this, the User Guide will describe all the functions of the platform and the pages the user will operate on. Finally, it will focus on the actions closely correlated with a proposal, such as adding, reviewing, and deciding on a proposal. The guide also includes a checklist and a list of practical hints that may be useful to reviewers of ICF proposals.

For any suggestions, comments, or questions regarding the ICF Update Platform User Guide, please feel free to contact us at: lucilla.frattura@regione.fvg.it
2. Proposal lifecycle

Each proposal entered into the platform goes through several stages before reaching the final stage, i.e. implementation in ICF or rejection. The platform, in fact, is structured in layers through which a proposal moves (see Figure 1).

The layers are the following: Moderation layer, Initial Review Group layer, Functioning and Disability Reference Group layer, Open Discussion layer, and Closed Discussion layer.

![Diagram of Proposal Lifecycle](image-url)

**Figure 1. Stages of the review process**
2.1. Moderation layer

Once a proposal has been entered into the platform, it is checked by the Update and Revision Committee (URC) Secretariat to ensure it has been entered correctly, both from the formal and content point of view. The check includes verifying whether: the author has entered the correct proposal type, the author has entered the correct change reason, the author has correctly entered the proposed new text in the “strikethrough/underline” format, without typographical errors. The proposal is also checked for any kind of abuse (such as sending the same or similar proposals many times). If necessary, minor modifications/corrections are made by the URC secretariat; in other cases, a request for modification or clarification is forwarded to the originator of the proposal. Categorization of the proposal as minor or major update is made at this layer. After checking by the URC Secretariat, the proposal is moved to the next layer. Non-compliant proposals are rejected.

2.2. Initial Review Group layer

This is the second layer of the platform, where the review work begins. Review is here carried out by a closed group of reviewers. The concept of closed group has been created to allow a selected group of experts to first review a proposal before opening it up to the general public. There are two closed groups: the Initial Review Group (IRG) and the Functioning and Disability Reference Group (FDRG) (see next section).

A proposal is first reviewed by the IRG. IRG members, a dedicated group of FDRG experts, review the proposal in terms of compliance with the following criteria (see also Reviewer’s checklist):

- qualifies as an ICF classification entity
- adds additional value as a new classification entity
- affects described ICF situations in all cultures
- addresses an underlying need
- includes a sufficient rationale
- includes an evidence-based rationale
- is consistent with ICF structure and content
- is consistent with ICF concept and taxonomic principles
- is consistent with the goal of ensuring standardized data reporting & and comparability

The group is coordinated by the IRG moderator(s). If additional information or background documentation is needed, IRG moderators can ask the URC Secretariat to request it from the authors of the proposals.

2.3. Functioning and Disability Reference Group layer

After review by the IRG, the proposal is passed on to the second closed group, the FDRG. FDRG members further review and discuss the proposals and decide if there are enough review elements to move the proposals to the next layer. When possible, they express a recommendation (approval, rejection, approval with modification). The group is coordinated by the FDRG co-chairs and its Secretariat, with the assistance of the IRG moderator(s).
2.4. **Open Discussion layer**

In this layer, the proposals are open for discussion by all users of the platform. At the end of the discussion, proposals that have been thoroughly discussed and for which there are enough review elements enabling the URC to make a decision (approval, rejection, approval with modification) are moved by the URC Secretariat to the next layer. If the discussion has not produced enough elements to inform a decision, the proposal is left in the Open Discussion layer for further discussion.

2.5. **Closed Discussion layer**

In this layer, commenting on proposals is done only by URC members. A voting process with two or three rounds is used as a consensus building mechanism. This is the last step in the proposal review process on the platform.

Proposals for which a full consensus (positive or negative) is achieved during the voting rounds will be ratified at the WHO-FIC annual meeting by URC. Proposals for which a consensus is not achieved will be discussed at the WHO-FIC annual meeting and a decision will be taken.

Approved proposals are implemented on a yearly basis.

All processed update proposals remain in the platform, even though rejected, and are searchable through the Search mechanism so that users can see the discussion on that item.
3. User groups

Various groups of users can use the ICF Update Platform and each of them has different privileges to perform actions. There are 6 user groups: general user, members of closed groups, moderators of closed groups, members of URC, URC Secretariat, and platform administrator.

3.1. General user
A general user is a registered user of the ICF Update platform that is not part of any closed group and does not have any privileged access to the system.

General users have read access to all proposals, can comment on proposals when they are in the Open Discussion layer, can submit proposals, and can edit their own proposals when they are in the Moderation layer or Open Discussion layer.

3.2. Members of closed groups
Members of the closed groups (see sections 2.2 and 2.3), IRG and FDRG, have read access to all proposals, can comment on proposals when they are in the IRG or FDRG layers and in the Open Discussion layer, can submit proposals, and can edit their proposals when they are in the Moderation layer, IRG or FDRG layer, or Open Discussion layer.

3.3. Moderators of closed groups
In addition to what members of closed groups can do, moderators, on behalf of their groups, can make a recommendation to the URC Secretariat on whether to reject or pass the proposal to the next layer based on the review comments.

3.4. Members of the URC
Members of the URC can comment on the proposals that are in the Closed Discussion layer and vote on their approval (Yes) or rejection (No) (Can’t decide). WHO Collaborating Centers operating within the Family of International Classification Network appoint their URC ICF voting member (one per country, to a maximum of two per Collaborating Center).

3.5. URC Secretariat
It is the Platform moderator. It checks whether the proposal is in line with the formal and content criteria (see section 2.1) and rejects proposals at Moderation layer accordingly (repetition of existing proposals, etc.). If more information or a modification is needed from the author of the proposal, the URC Secretariat will contact the author.

It moves the proposals from one layer to the next (i.e. Open discussion layer to Closed Discussion layer, etc.) in coordination with the WHO Officer in charge. Furthermore, it ensures that proposals are reviewed according to the time schedule and sets the opening and closing dates for voting rounds for the update proposals. Following the WHO-FIC annual meeting it can mark proposals as “Accepted” or “Rejected” according to the decisions taken by the URC.

3.6. Platform administrator
He/she is a WHO officer who assigns users to groups based on the indications of the relevant Committees and Reference Groups.
4. Using the Platform

The ICF Update and Revision Platform can be accessed from the following web link:

https://extranet.who.int/icfrevision

4.1. System requirements

The only requirement is an internet connection and a web browser. For best user experience you need to use Internet Explorer 6.0 or Mozilla Firefox 1.5 or a newer version of these browsers. We strongly recommend you to upgrade your browser if you are working with an older version.

4.2. Registering to the site and logging in

When you enter this site, the first thing you see is a log-in screen. If you do not have a user account yet, you may create one for yourself by clicking on the Not a member? Create an account.

![Log in screen](image)

This will take you to the screen below in which you provide basic information for your account. Fill in the form and click on Create User.

![New account screen](image)

Finally, you will see the following screen once your account is created.
4.3. Forgot your password or username?
If you have already registered but have forgotten your username or password, you can obtain it by clicking the appropriate link on the login page. Next, enter the required information in the textbox and click Submit. The information you requested will be sent to you at the e-mail address you provided during registration.

4.4. ICF Update Platform screen layout
After logging in, the ICF Update Platform screen will be displayed. In the top bar there are the following menu items: Home, ICF, Search/Filter/Report, All Groups, User Profile, and Documents. Each of these items will be described in detail below.

The ICF Update Platform help users with a tooltip functionality for most of its features. This means that when you move your mouse pointer on an icon or text on the screen, it gives you more information on that item in a small popup window. Please note that you do not need to click on the item. Just move the mouse pointer.

When you see the information icon you can click on it for more information about that particular feature of the platform.

4.4.1. Home page
The Home page is divided into two parts. On the left side there is a section with news that relate to the platform, while on the right side there is a section used as a quick access to proposals. By default this page will display all active proposals.
However, if you have customized your Selected domains in your profile it will only list the relevant proposals. For example, if a user has marked chapters 1 and 2 as selected domains in his/her user profile then he/she will only see the active proposals in these domains (see 4.4.5 for information on how to set this up). If the user is a moderator (for example, the URC Secretariat), he/she will also see the proposals waiting for moderation in this part of the screen.

Several icons are displayed in the list of proposals which gives some more information on the proposal. It is not necessary to know the meanings by heart as you may always drag the mouse on any icon to read the tooltip. Basically these icons show the following:

- The arrow shape (displayed only in the ICF page) shows whether the proposal is attached directly to the selected ICF item or to one of its children.
- Green or red small page icon shows whether this is a major or a minor update proposal.
- Colored squares show which layer (state) the proposal is in.
- R or U icon shows whether the proposal is an Update or a Revision proposal.

4.4.2. ICF page

On this page you will have access to the ICF classification and here is the place where proposals are submitted.

By clicking on the + symbol, it is possible to expand the ICF classification and see parent and children items. The numbers near the ICF titles show the number of active proposals in that domain including the proposals attached to the children items. The [add] button can be used to add a new proposal to a domain.

When you click on an item text in the ICF hierarchy or on the number near the ICF titles, the application will display on the right of the page the list of proposals related to that part of the classification.

Once you see the list of proposals, you may click on any proposal title to see the details on a new screen. If you have the necessary access rights you will also see the [Edit] button near the proposal title. Clicking on this will take to a new page in which you will be able to edit the proposal.
4.4.3. Search/Filter/Report page

This page is divided into two parts. On the left, several predefined searches are available. You may click on them to access the predefined selection of proposals. For example, if you click on the Accepted Proposals link, the system will automatically give a list of proposals that have been accepted but not yet implemented.

On the rest of the page, options are given to search and filter proposals. In addition to simple text searching functionality, the system allows filtering the results according to many different parameters that can be used in combination with others.
For filtering, you need to define your criteria on the Search page and then click on the Search button. This takes you to a second screen where you see a list of proposals that match your criteria. You may open these proposals by clicking on them. You may use the criteria in any combination. However, note that if you are too choosy, you may get no results.

Below you find detailed explanations of the search fields of the Search/Filter/Report page.

**Search text:** this is the field to use if you would like to search for a text within the proposals. If you type multiple words here, you may tell the system to use "all words match", "any words match" or "exact phrase match" by choosing one of these options from the menu on the right of Search text.

**Limit results to my selected ICF domains:** if you have defined selected domains in your profile, by checking this you are asking the system to give the results that are only in your selected ICF domains.

**Limit results to certain ICF domains:** you limit the results by manually listing the ICF domains to be included in your search. For example, typing d430 will give the list of proposals under d430 code and its children. You may use a comma separated list if you want to include multiple parts of the ICF, for example: b1, d430, e120.

**Limit results to the ones originated by me:** checking this will list the proposals that have been originated by you.

**Include:** you may check “Major Updates” or “Minor Updates” if you want to limit the results to major or minor update proposals.
Limit the results according to the proposal state: this feature helps you filter the proposals according to their states. For example, if you just want to see the proposals that have been accepted but not yet implemented, you just check “Accepted”. Note that you may use a combination of them. For example, if you would like to see the deleted and rejected proposals you need to select “Deleted” and “Rejected” from the list.

Originated by: you may search for the proposals that have been originated by a certain user of the platform. Please note that this field gives a list of users who has entered more than 2 proposals in the system.

Creation date between: you may limit the results according to creation date of the proposals.

Limit the results to ones with the implementation date: this helps you to limit your search results according to the implementation dates. For example, if you want to see the proposals that have been implemented in the ICF in year 2010, you need to type 2010 in the To and From fields.

Proposals open for voting and have not been voted by: by using this field, you may search the proposals that are open for voting but has not been voted by the selected voter.

Sorting the results according to: sorting the results is possible by clicking on the two boxes on the right and choosing “Proposal ID”, “ICD code”, “Originator”, or “Implementation Date”. One may choose one or two sort criteria.

After you click the Search button, the system will show you the results as below.

You can generate a report of your search by clicking on the Generate Report from Search Results button on top of the page. The resulting page will display all the proposals of your search. This page can be printed with the print functionality of your browser. You can obtain a less detailed report by checking the boxes “Don’t include comments” or “Don’t include votes”.

4.4.4. All Groups page
This page shows all closed groups and their proposals. If you are a member of a closed group, you will see an additional tab in your main menu as shown below.
By clicking on the name of the closed group, IRG or FDRG, a new page will show up. On the right, a list of all members of the group is available. If the box next to the name is checked, that means the member is an administrator. On the left, you will see all proposals that are in that group layer. By checking the box you will also see the proposals that have been discussed in that group but are no longer in the group.

4.4.5. User Profile

This is the place where you provide more information on yourself and your preferences. By moving the mouse over the link, a pop-up menu will open with two options: Edit Profile Information and Change Your Password.

By selecting Change Your Password, a page will open with fields where to enter the current and new password. Click on Change Password or Cancel to either change the password or cancel the process.

When you select Edit Profile Information, a page will open with three sections: Contact Information, User Preferences, and User Background.
In the Contact Information section, you may enter common personal data such name, address, phone, etc.

In the User Preferences section you may add preferences. There are four important fields:

Selected Domains: you may enter ICF items you are more interested in. If specified, the system will customize the Home page accordingly. You may use a comma separated list. For example: b2, e120, d730-d779 means that you are interested in the whole Chapter 2 of Body Functions, code e120 and its children and block d730-d779.

Notification Type: the system allows sending you notification emails when there is a new proposal, an existing proposal is modified, or there is a new comment on an existing proposal. The email notifications will be cumulated and sent to you either daily or weekly by checking the appropriate box.

Notification Domain: you may enter ICF items in which you are more interested in and for which you want a notification on every change. You may use a comma separated list. For example: b2, e120, d730-d779 means that you are interested in the whole Chapter 2 of Body Functions, code e120 and its children and block d730-d779.

Limited Notification: check the box if you would like to receive notification emails only after the proposal reaches the Closed Discussion layer. Note that in this case you will not receive any more notifications for the proposals that are in the Open Discussions layer. See the Proposal lifecycle section of this document for more information on the states of proposals.

In the User Background section, you may add information about your gender and profession.

4.4.6. Documents
This link allows you to access documents related to the ICF Update Platform. By moving the mouse on the Document link, a pop-up menu will open that allows you to access the ICF Update Platform User Guide in html or pdf format.
5. Working on a Proposal

This section of the guide will provide you with all the information to deal with proposals.

5.1. Why submitting an update proposal
For a classification to be effectively used, it is necessary that it reflects the necessities of its users, which may change in time. It follows that updating is an important aspect of the life of a classification. A proposal for ICF updates may be submitted because of:

- a need to identify a new functioning domain;
- a need to reflect a change in scientific knowledge or terminology;
- a need for compatibility within the WHO Family of Classifications;
- a change in rules, guidelines or conventions;
- a need to improve clarity or reduce ambiguity;
- a need for greater or less specificity;
- a need to correct typographical mistakes.

An update proposal can be minor or major. This is assigned automatically by the system, depending on the type of change proposed. In Appendix A, examples of Major and Minor update proposals are given. All update proposals should be supported by a sound rationale. Mention of publications, web sites, or other information sources that can support the proposal should be included (see section 5.3 for more details).

5.2. Selecting where to attach a proposal
First you need to decide where you would like to attach your proposal in the ICF structure, i.e. what is the primary code affected by the update proposal that you are suggesting. Some proposals may affect multiple parts of the classification and in this case the most relevant is used as the primary code affected and the rest can be given as secondary codes affected in the proposal screen.
If the proposed action is an addition of a code, it should be attached to the parent category.

If the proposal is about a change in the rules and guidelines that does not specifically deal with a code or a group of codes then it should be attached to relevant part under the OTH category which is displayed at the bottom of the ICF hierarchy.

5.3. Adding a proposal

To add a proposal go to the item you have chosen as primary code affected using the ICF screen and then click the [add] button that is located near it.

Once you do that, the program will display a proposal form that you need to fill in. Fill in the form and click on the Save changes button located at the bottom of the form. See the Add and Edit screen section for details.

Note that everything that you type is saved after you click the Save changes button at the bottom of the screen. If you want to cancel the changes simply click on the Home or ICF page.

5.3.1. Add and Edit screen

Below you find detailed explanations of the search fields of the Add and Edit page.
**ICF Update Platform**

![Figure 13. Add and Edit page](image)

**Title:** a short title indicating the topic of your update proposal.

**Primary Code Affected:** this is automatically filled in after you click the [Add] button. See also the section Selecting where to attach a proposal.

**Secondary Codes Affected:** see the section Selecting where to attach a proposal.

**Proposal Type:** the program lets you pick only one from the selection. However, in some cases the proposal may be suggesting more than one of the listed options. In such cases, the user should pick the most important one; addition of a code has higher precedence than moving a code. Adjustments of this kind of selection rules may be made in consultation with the URC.

**Change Reason:** similar to the field above, the user should pick one item from the list.

**Updates Specific to a Language Version:** by default it is set to "not language specific". Change this if the proposal is specific to one language version (for example, a typo correction proposal specific for one language version of the classification).

**Detailed Description:** this is where the user explains the proposal. He/she may provide the updated version of the ICF text using strikethrough text for the removed parts.

**Rationale:** this is where the user explains why this change is necessary. In writing the rationale, it might be useful to keep in mind the criteria with which a proposal should comply, as mentioned in section 2.2 (Initial Review Group layer). Consider also section 6 (Reviewer's checklist).

**Supporting Web Links:** you may link to Web pages that are related to your proposal. A typical usage for this feature could be to link to relevant publications included in PubMed. To do this find the article from PubMed (http://www.pubmed.com) and then copy the URL from the address bar to the **Web Address** field. Provide a title for the link and click [Add]. You may add more than one link per proposal.

**Supporting Publications (File Upload):** you may also upload files (pdf, doc, rtf, txt, xls) with your proposals. Please make sure not to upload any copyrighted material.

### 5.4. Reading a proposal and submitting comments

This is done by simply clicking on the proposal text in the proposal list located at the right side of the Home page or the ICF page or in the Search results.
5.5. Editing a proposal
This is done by clicking on the [Edit] button located in the list of proposals.

Note that this button is available only if you have sufficient access right to modify the proposal.

When you are in the Edit screen, the program will display the proposal to you in a format that you may make changes. Once you make your modifications click on the Save changes button located at the bottom of the page. The updates will be saved and the old version will be archived in the system.

See the section Add and Edit screen for more details.

5.6. Changing the state of a proposal
This is also done by using the [Edit] link as above.

If you have sufficient access rights (only the URC Secretariat has them), the system will give you options on changing the state of the proposals. For example, the URC Secretariat can change the state of a proposal from Moderation layer to Open Discussion layer. See the Proposal lifecycle section for more details on the possible states of a proposal.

Changing the state as “Rejected” or “Deleted” will mark the proposal so that it will no longer be an active proposal and it will only be accessed via the Search function.

5.7. Voting for a proposal
Voting for a proposal is possible when the proposal reaches the Closed Discussion layer (see the Proposal lifecycle section). When the proposal is at this stage the voting function becomes visible right after the Rationale section and before the Comments section of the proposal page. Voting members can check “Yes”, “No”, or “Can't decide”, and can write a voting comment in which they explain the reason for their vote. By clicking on the [Vote] button they submit their vote.
Voting privileges are assigned by the WHO and are limited to Collaborating Centers and non-governmental organizations (NGOs). General users do not have the right to vote. They can only see the votes but cannot vote themselves. See section 3.4 for more information on voting members.

By default, the system shows only the summary of the votes, but clicking the *Show details* button will make the system display the votes and voting comments of each voter. Voting comments are also displayed in the Comments section.

Voting can be done in several rounds. A member who has not voted in the first round can vote in the second round. The second round gives the possibility to members who have voted during the first round but have changed their ideas based on comments of other voters to cast a new vote.

### 5.8. Printing and reporting a proposal

Printing a single proposal is done by simply opening the proposal and using the Print function of your browser.

If you want to print multiple proposals, you need to start from the Search/Filter/Report main menu as explained in the Search/Filter/Report section. Here, you define the criteria and the sort order for the proposals to be printed.
6. Reviewer’s checklist

This Reviewer’s Checklist has been prepared for the benefit of and use by reviewers of proposals on the ICF Update Platform.

The purpose of the Reviewer’s Checklist is to help reviewers prepare a meaningful review that includes all the necessary information. The use of the Checklist is not mandatory. However, reviewers, and in particular members of the Initial Review Group (IRG), whose work forms the backbone for all subsequent reviews, are encouraged to utilize this document for guidance.

### REVIEWER’S CHECKLIST

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Has the author correctly entered the “Primary Code Affected” in that field on the Platform?</td>
</tr>
<tr>
<td>2.</td>
<td>Are there any “Secondary Codes Affected”? (see note A)</td>
</tr>
<tr>
<td>3.</td>
<td>Has the author correctly entered the “Secondary Codes Affected” in that field on the Platform?</td>
</tr>
<tr>
<td>4.</td>
<td>Does the proposal affect the Descriptive Note in a given ICF code text?</td>
</tr>
<tr>
<td>5.</td>
<td>Does the proposal affect Inclusions in a given ICF code text?</td>
</tr>
<tr>
<td>6.</td>
<td>Does the proposal affect Exclusions in a given ICF code text?</td>
</tr>
<tr>
<td>7.</td>
<td>Is the proposal age specific?</td>
</tr>
<tr>
<td>8.</td>
<td>Does the proposal have plausibility as a classification entity in the ICF?</td>
</tr>
<tr>
<td>9.</td>
<td>Does the proposal add any additional value as a new classification entity?</td>
</tr>
<tr>
<td>10.</td>
<td>Would the proposal, if adopted, affect the described ICF situations in all cultures?</td>
</tr>
<tr>
<td>11.</td>
<td>Does the proposal address a genuine underlying need or deficiency within the ICF?</td>
</tr>
<tr>
<td>12.</td>
<td>Has the author incorporated sufficient Rationale to justify adopting their proposal, as written, into a harmonized ICF?</td>
</tr>
<tr>
<td>13.</td>
<td>Is the author’s Rationale for the proposal evidence-based? (see Note B)</td>
</tr>
<tr>
<td>14.</td>
<td>Is the proposal consistent with the existing structure and content of the ICF?</td>
</tr>
<tr>
<td>15.</td>
<td>Is the proposal consistent with conceptual and taxonomic principles in the ICF?</td>
</tr>
<tr>
<td>16.</td>
<td>If adopted, would this proposal be consistent with the goal of ensuring standardization and comparability of data reporting?</td>
</tr>
</tbody>
</table>

Note A: although adding to the Secondary Codes Affected field is an optional entry for submitting authors, it is advisable to also add secondary codes affected.

Note B: answering whether an author’s proposal is evidence-based might involve determining if the authors provided web links, publications, citations, etc.
7. Practical hints

This list of practical hints has been drawn up to help reviewers enhance the quality of their review comments on the ICF Update Platform.

1) **Provide a simple first sentence with your overall opinion.**
   A good first sentence might read “I support adopting this proposal” or “I am generally against adopting this proposal.” This gives subsequent reviewers the chance to find your main idea visually and quickly on the Platform.

2) **Refrain from referring only partially to previous reviews**
   Reasons for either supporting or not supporting a proposal should be clearly stated, avoiding sentences such as “I agree with [a reviewer’s name]” or “What [reviewer’s name] said makes sense to me.”.

3) **Engage in a “full-scale review”**.
   A full-scale review should include reference to the advantages and disadvantages for incorporating a particular proposal into ICF. A complete review should also consider secondary codes affected and combination with other proposals. Finally, a full-scale review includes alternative text, if warranted.

4) **Be vigilant about Combination Proposals**.
   Check if the proposal you are considering is also related to other proposals currently on the Platform, in the form of a Combination Proposal. If a Combination Proposal is involved, make it clear which is the proposal you are commenting on by writing words such as “I am commenting only on this particular proposal, Platform ID ###” or “I am commenting on all the proposals in Combination Proposal ##”.

5) **Have copies of the ICF and ICF-CY while reviewing**.
   To help you interpret proposals coming from the ICF-CY, it is useful to have at hand a copy of the published version of the ICF (2001) and the ICF-CY (2007).

6) **Write paragraph-length reviews**.
   Good reviews have at least one full paragraph or at least one full sentence, rather than a few disjointed words. Very long reviews are discouraged. If a long review is necessary to make the point (e.g. topic expert) this could be broken down into separate comments.

7) **Concentrate on the need for the proposal**.
   If there is no genuine need for the proposal, reviewers should say so.

8) **Copy and paste your review remarks from a word processor**.
   The “Add a New Comment” box does not allow any amendments or deletions after submitting; so Reviewers are encouraged to prepare their review remarks in advance within a separate word-processing program, then copy and paste them onto the Platform. The Platform’s Comment box does not allow special formatting.

9) **End your reviews with a clear recommendation**.
   As a summary comment you can express your recommendation (accept, accept with a particular modification, reject, suggest further revision from other topic experts).
8. Frequently asked questions (FAQ)

This section provides answers to the most common questions one may have while using the ICF Update Platform.

1. **What is a combination proposal?**

Historically, for items coming from the derived classification ICF-CY, proposals to modify ICF have been submitted separately with several combined proposals. A combination proposal is not recognized by the system as such but is only identified in the text of the proposal. This has led to the overwork of reviewers to figure out which were the proposals to consider together and to the unfortunate event that only part of the combination has been approved, potentially generating inconsistencies. Combination proposals should be therefore avoided.

2. **Is it possible to submit combination proposals?**

The update platform is a workflow engine that does not recognize combination proposals. Combining different proposals is feasible only through free text description, thus forcing reviewers to extra work. Combination proposals should be avoided.

3. **What is a deleted proposal?**

A deleted proposal is a test proposal or a proposal generated with abuse of system (spam) that did not undergo a process of review and decision making.

4. **How can I delete a proposal?**

Proposals can only be deleted by the URC Secretariat in its role of Platform moderator (general users cannot perform this action even on their own proposals).
Appendix A

1) Example of an approved Major update proposal (see Platform ID #124), in this case the addition of a new code at the 3rd level:

   d5205 Caring for nose

   note

   Cleaning the nose, looking after nasal hygiene.

2) Example of an approved Minor update proposal (see Platform ID #117), in this case the change in the note of a code:

   d4450 Pulling

   note

   Using fingers, hands and arms to bring an object towards oneself, or to move it from place to place, such as when pulling on a string or pulling a door closed.