

**Joint Session of WHO-FIC Education and  
Implementation Committee (EIC) and Functioning  
and Disability Reference Group (FDRG)  
June 4-5, 2016  
Bangkok, Thailand**

**Saturday, June 4, 2016**

1- Welcome and introductions

Huib Ten Napel and Yukiko Yokobori, the Co-Chairs of EIC, and Catherine Sykes and Andrea Martinuzzi, the Co-Chairs of FDRG, welcomed the participants.

2- Review of agenda

The proposed agenda was accepted without modification.

3- Approval of minutes

The minutes of the joint session of EIC and FDRG at the WHO-FIC Network annual meeting on October 18, 2016, in Manchester, United Kingdom, which had been circulated in advance, were approved.

4- Reference manual development

Molly Meri Robinson Nicol of WHO reported on the current state of drafting of the sections related to functioning properties in the Reference Guide. Following concerns raised that the original draft might misrepresent ICF and confound users, the Revision Steering Group - Small Executive Group (RSG-SEG) has taken on the task of moderating discussion between the related groups. The Joint Task Force reviewing the ICD-11 for mortality and morbidity statistics (MMS) requested the Revision Steering Group (RSG) to make recommendations to WHO and to the Joint Task Force on the functioning properties within the context of MMS.

Meanwhile, the Functioning Topic Advisory Group (f-TAG) is updating the draft based on the feedback received. Comments on the draft are still being accepted. The ICF community within the WHO-FIC Network is close to a resolution on this issue along the following lines: "Functioning properties (FPs) are designed to function within the context of ICD-11 but they do not replace ICF. They are an entry point to ICF, and for a full picture on functioning, ICF should still be used. FPs are optional, additional information that may be added to an ICD diagnosis where desirable and useful."

One outstanding issue is the coding examples in the section on coding guidelines for functioning properties. The RSG-SEG is of the view that coding examples should remain, as they are essential part of the Reference Guide and used consistently throughout it, but they need to be edited to make them understandable to users. Therefore, the ICF community may be requested to work on the editing of coding examples in the future.

## Discussion

It was noted that lack of communication and a not strong enough link between the ICD revision process and the WHO-FIC Network had contributed to the concerns raised within the ICF community. A question was asked on how the selection of the FPs was validated. Molly Meri replied that the shortlist compiled in 2010 was drawn mostly from WHODAS through a validation process with rationale and documentation. The user also has the option of using the Core Set and the entire 396 Activity and Participation codes. Nenad Kostanjsek of WHO observed that the ICD revision is an opportunity to create a linkage between ICD and ICF, as with other classifications such as ICD-O and ICPC, and that inclusion of the FPs was a starting point for standardizing the joint use of ICD and ICF.

## 5- Update on ongoing projects

### 5.1 ICF Practical Manual

Molly Meri gave an update on the status of WHO clearance process for publication of the ICF Practical Manual. The publication is still pending WHO approval. A part of the reason for the delay has been the resubmission of the draft a number of times, as each resubmission is considered submission of an entirely new document. It is expected that WHO approval will be granted by the next WHO-FIC Network annual meeting in October.

### 5.2 WHO-FIC Implementation Database

Huib gave an update on the WHO-FIC Implementation Database. An annual update cycle is in place to update the database in June and at the end of August when a call is made to existing focal points, Collaborating Centres (CCs), and WHO Regional Offices (ROs). Newly designated and redesignated CCs will be obligated to enter and update data as part of their workplan. The User Guide is being enhanced based on feedback from users.

There is a plan to enable aggregation of regional data for output in the Global Health Observatory (GHO). Huib will have a conference call with Philippe Boucher of WHO, who is responsible for the output of the implementation data in the GHO. Huib requested members of EIC and FDRG for their input on the presentation of regionally aggregated data in the GHO.

Carol Lewis has led the initiative to improve the clarity of the questions in the database, requesting feedback from EIC members. Future steps will include (1) making “quick fixes” to the questions and (2) considering structural review of how the questions are presented. Nenad stressed the importance of increasing visibility of the database and promoting the use of the information in the database.

### 5.3 Database of WHO-FIC advisors and educators

Sue Walker (by email) and Catherine Sykes gave an update on the database of WHO-FIC advisors and educators. A pilot database was developed in the Korean Collaborating Centre as a platform for providing a database of suitably qualified

ICD trainers from which to identify those available and suitably matched to the requests for advice and education on WHO-FIC. Sue and Catherine merged two sets of questions for ICD trainers and ICF educators and advisers in Google forms, which were pilot tested in February 2016.

The administration of the database involves educators and advisers submitting their profiles in Google forms, four administrators from EIC and FDRG excluding “junk” entries, and WHO or the EIC/FDRG administrators scanning the database for candidates meeting requirements of the request for assistance. It was proposed that the platform is updated annually with those not responding being deleted from the database. The database in Google forms can be used until the Korean Collaborating Centre is ready to incorporate the revised database.

### Discussion

It was confirmed that WHO will not be acting as an intermediary in the above process, but may be a user of the database to fulfil requests for assistance that they receive. On the issue of increasing visibility of the database by linking it with WHO website, noting in particular increasing demand for advice on ICF training also in the context of four major functioning and disability-related initiatives discussed at the last World Health Assembly (WHA) and WHO Executive Board (EB), Molly Meri offered to first identify legal requirements with WHO’s legal department regarding implication of WHO in recommending individual educators and advisers.

It was agreed that although a level of vetting process was already in place, there needed to be clear and relevant criteria set for educators and advisers and authorization of user access, once the database has been piloted and is fully up and running.

Catherine requested those who have posted their profiles to do so again on the revised form in the second round of piloting and send comments on the form’s feasibility so that the forms could be further improved.

Note: subsequent to the meeting the Korean Collaborating Centre representative requested that the questions in the database be revised to accommodate any of the WHO-FIC classifications so that only one revision is required. Any recommendations in this regard to be forwarded to Catherine Sykes and Sue Walker.

### 5.4 Feedback on the ICF education portal (<http://icfeducation.org/>) to ICF education materials

Catherine gave an update on the ICF education portal. Since launching the portal, a wide range of educational resources in different languages have been posted on the portal. There are 346 registered users, and the average number of hits per day has risen from 18 in 2015 to 41 in 2016. Video clips have been added on the use of the portal site. There is also a “donate” button on the site to solicit donations. The portal is funded by private donations. Funding of 80 euro a month, not a large sum, will be required to keep the portal running once the private donations run out towards the end of the year. CCs are requested to consider how they can support. Individuals

may also wish to express their support of ICF Education.org by making a donation. Members are also encouraged to upload educational resources.

### 5.5 ICF e-learning tool (introductory and advanced modules)

After the annual WHO-FIC Network meeting, a core group of volunteers was formed to review the contents of the introductory module of the ICF e-learning tool. A timeline was proposed by Melissa Selb following the Manchester meeting, which has now been revised. Andrea Martinuzzi presented the revised timeline for the review, as follows:

End of June – Review of the 1<sup>st</sup> draft of one module by the core group and EIC and FDRG members (feedback to Melissa Selb by the third week of July)

Mid-July – Discuss feedback and assignment of work to develop other modules at a teleconference

Mid-August – Melissa to send revised draft of the first module to WHO for consultation before work is started on other modules

Annual meeting – Presentation of the drafts

Early November – Melissa to distribute 1<sup>st</sup> draft of all modules for comment from the core group. Huib and Andrea to distribute them to EIC and FDRG members for comment. (Discussion of the feedback at a teleconference in mid-November)

Early December – Melissa to submit 2<sup>nd</sup> draft of all modules for comment by the core group

End of January 2017 – Melissa to submit pre-final version to WHO for consultation

Mid-February – Huib and Andrea to distribute pre-final version for comment by EIC and FDRG members

Mid-year meeting 2017 – Finalization of the introductory module

### Discussion

A question was raised on whether music and voice-overs would be too time consuming, costly, and difficult without significantly enhancing the learning experience. Nenad pointed out that the new Articulate Storyline software supports interactive and multimedia features that, if done well, can make the learning experience more attractive as an entry point for use of ICF. It was decided that Andrea and Huib would look at the first module for assessment.

Marie Cuenot suggested having a working session to work on the introductory module in parallel with the Revision Conference in October. It was agreed to check by September if arrangements can be made for meeting space.

As for the advanced modules, Nenad remarked that there clearly was a need for ICF training within the Disability and Rehabilitation (DAR) network and it was worth

exploring their needs and potential for resources, including funding as well as expertise for educational contents and e-learning design and development. Catherine agreed to contact Alarcos Cieza in this regard.

#### 6- Other business

Discussion paper on collaboration among committees and groups within the WHO-FIC Network: After a group session at the joint EIC/FDRG mid-year meeting in Helsinki in 2015, Vera Dimitropoulos had finalized the paper in June and submitted to WHO, but it was not circulated or approved at the last annual WHO-FIC Network meeting. Vera said she would be happy to have the discussion paper circulated for comment. Andrea will send the document to Nenad and Molly Meri for wider circulation.

#### 7- Other business

Emiko Oikawa gave a presentation on the next WHO-FIC Network annual meeting and the Revision Conference in Tokyo from October 8 to 14, 2016. The Jikei University School of Medicine will be the venue for October 8 and 9, and Tokyo International Forum for October 10 to 14. There are two airports with access to Tokyo. Registration and hotel reservations will open on the official website in mid-June. It is recommended that hotel reservations, ranging from affordable to high-priced, are made from the website, considering it is a peak tourist season in Tokyo and block reservations have already been made. Deadline for posters is June 15 for abstracts and August 5 for the full poster. The IFHIMA Congress and the meeting of the Japan Society of Health Information Management will be held in conjunction with the annual meeting, with a joint Opening Session and gala dinner.

**Monday, June 5, 2016**

#### **EIC/FDRG Working Group Session**

#### 8- Introduction and working group discussions

Participants broke out into the following groups for the working group session:

1. ICF updates – environmental factors
2. ICF update process
3. ICF ontology
4. Criteria for evaluating ICF papers
5. ICD-11 educational materials

#### 9- Report back from the working group

Group 1: ICF updates – environmental factors

The group worked through detailed rationale of 2 proposals on environmental

factors and basically supports both proposals.

#### Group 2: ICF update process

There are 11 new ICF update proposals for this year. Voting round will start in the next couple of weeks on the ICF Update Platform. There are also 14 proposals that have been carried over from last several years for resolution at the annual meeting in October, and contribution is appreciated on the ICF Update Platform.

As Co-Chair of the Update and Revision Committee (URC), Jennifer Jelsma announced that Andrea Simoncello of the Italian CC will be moving on. Members of EIC and FDRG acknowledged, with a round of applause, the important contribution made by Andrea and the Italian CC particularly in managing the update process.

#### Group 3: ICF ontology

The group reviewed the survey questionnaire to enable broader fielding of information and in-depth analysis. The form will be completed in few weeks' time, and those who have answered the questionnaire are requested to do so again on the new form.

#### Group 4: Criteria for evaluating ICF papers

The criteria, which are more in the nature of a set of guidelines, are designed to promote transparent, standardized, and accurate reporting on the use of ICF for those authoring and reviewing ICF-related literature. Next steps will include validating the guidelines by applying them to a set of papers.

It was confirmed that this work is not included in FDRG's workplan and will need to be promoted as work of individuals. Molly Meri cautioned that if the product is to be associated with WHO the use of "guidelines," which require legal clearance within WHO, and suggested the use of "guidance."

#### Group 5: ICD-11 educational materials

The group discussed ways to proceed with the case-controlled pilot study for ICD-11. Members of EIC and CCs will establish a baseline on a list of 550 diagnostic terms, which represent 5% of each chapter of ICD-11 (with the exception of injuries and external causes which make up less than 5%). The group also discussed implementation and transition requirements for ICD-11, facilitators and barriers, and preparedness for unknown issues.

### 10-Summary of the session and closure

EIC and FDRG Co-Chairs summarized the joint EIC/FDRG sessions of June 4 and 5 and the next steps. Catherine thanked, in particular, participation of Jennifer Jelsma and Janice Miller in coordinating the ICF update work. The co-chairs thanked the Thai CC for hosting the meeting and the Japanese CC and Japan Hospital Association for organizing the meeting. Participants were thanked for their participation and Huib declared the meeting closed.