

United Nations Secretariat

Department of Economic and Social Affairs

Statistics Division

2022 Meeting of the Expert Group on Innovative and Effective Ways to Collect Time-Use Statistics (EG-TUS)

16 August 2022 – hybrid meeting

Montréal, Québec, Canada - Cœur des Sciences (Heart of Science) campus of the University of Québec

Summary of discussion and conclusions*

Prepared by the United Nations Statistics Division (UNSD) in collaboration with the Expert Group on Innovative and Effective Ways to Collect Time-Use Statistics

* This document has not been formally edited.

Discussion and conclusions of the 2022 hybrid meeting of the Expert Group on Innovative and Effective Ways to Collect Time-Use Statistics (EG-TUS)

I. Background, objectives, and organization of the meeting

1. The Expert Group on Innovative and Effective Ways to Collect Time-Use Statistics (EG-TUS),¹ was established by the United Nations Statistics Division (UNSD), its Secretariat, in June 2018 with the overall objective of taking stock and reviewing country practices in time-use surveys (TUS) and providing technical guidance and recommendations to improve the collection and use of time use data, in line with international standards and in support of SDGs implementation. In particular, the Group was tasked with developing methodological guidelines on how to operationalize ICATUS 2016 and produce time-use statistics using the latest technologies, as requested by the United Nations Statistical Commission at its forty-eighth session in 2017 in its decision 48/109.

2. UNSD organized the meeting of the EG-TUS in Montreal, Canada on 16 August to continue the discussion on the revision of the *Guide to Producing Statistics on Time Use: Measuring Paid and Unpaid work*² (United Nations, 2005). The Expert Group meeting was held in a hybrid format back-to-back with the 44th International Association for Time Use Research (IATUR) Conference and Workshop, 16-19 August 2022. The meeting convened in accordance with the sequence listed on the agenda (see Annex), and it was facilitated by UNSD and the Chair of the EG-TUS, Ms. Patricia Houle, Time Use Survey Manager - Statistics Canada, with both delivering opening and closing remarks.

3. The objectives of the EG-TUS meeting included

- a. To review, discuss and agree on progress and next steps in the revision of the UN Guide to Producing Statistics on Time Use to be presented to the Statistical Commission and published in 2024 (developed under DA12 - OP1.2 Development of methodological guidelines).
- b. To update EG-TUS members on ongoing work including the implementation / piloting of the methods proposed by the Group and covered by the DA12 project, and other initiatives implemented by members of the Group.
- c. To plan for and agree on milestones and timelines of the EG-TUS workplan (planned under DA12 - OC2. Strengthened national capacity).

4. In total, the meeting brought together 12 in-person participants including representatives of 6 national statistical offices from Canada, Chile, Mexico, Morocco, South Africa, and Thailand; 2 international agencies (Eurostat and ILO), 1 research institute (International Association for Time-use Research - IATUR), and UNSD staff. In addition, virtual participants from 8 national statistical offices (Bangladesh, Egypt, Finland, Lesotho, Mexico, Morocco, UK, and USA), UN Women and UNSD joined the hybrid event (see Annex 3 for the full list of participants).

¹ Current members of the Group include the National Statistical Offices of 15 countries, namely, Australia, Canada (Chair), China, Colombia, Finland, Italy, Japan, Mexico, Mongolia, Morocco, New Zealand, South Africa, Thailand, United Kingdom, United States, and the following organizations: Eurostat, International Labour Organization (ILO), United Nations Economic Commission for Europe (UNECE), United Nations Economic Commission for Latin America and the Caribbean (UNECLAC), United Nations Children's Fund (UNICEF), UN Women, International Association for Time Use Research (IATUR), and experts. UNSD is the secretariat of the Group. Website: <https://unstats.un.org/unsd/demographic-social/time-use/index-draft#eg>

² https://unstats.un.org/unsd/publication/SeriesF/SeriesF_93E.pdf

II. Summary of discussion and related action points

Contributions to the revised UN Guide (2024) and to its accompanying hub

5. UNSD updated the Group about progress achieved on the revision of the United Nations Guidelines for Producing Time Use Statistics and presented the annotated outline of the Guide, which was circulated among EG-TUS members for preparation prior to the meeting.
6. In the plenary discussion that followed, the Group agreed that the guidelines should:
 - a) address and include country examples on the data needs of a diverse group of countries in terms of levels of income, experience in collecting time-use data, experience with digital solutions for data collection. Data needs of countries with high rates of own production or informal economy, with complex households or family structures, lower levels of literacy or internet access, variety of languages or hard-to-access populations (e.g., social, geographic, climate, transport barriers) will also be considered.
 - b) include country examples of TUS covering instruments, procedures, innovative solutions and examples of success stories to tackle challenges as well as lessons learned from ideas that were not successful. This material could be summarized into boxes in the Guide and/or included in the accompanying online hub.
7. All ETUS members also agreed to contribute to the content of the guidelines by providing standalone pieces/examples or inputs in any format to UNSD who will revise them as needed.

Agreements on the annotated outline (see Annex 2 for the updated outline of the revised UN Guide)

8. It was agreed that section III: Survey instruments for collecting time-use data will mention guiding principles on **digital tools**, such as the quality implications of adopting different tools. More detailed recommendations (e.g. layout, app vs. web, automated checks) will be referenced in the hub, allowing timely updates as technology evolves. EG-TUS members agreed to continue the work of the subgroup on the modernization of the production of time-use statistics³ building on the existing document⁴ on the topic to by compiling existing country examples and experience covering different modes to be reflected in the hub and referenced in the revised UN Guide (2024).
9. The Group agreed that **privacy and data protection** is an important topic that will be included in the revised UN Guide in the instrument section and will also be highlighted elsewhere as appropriate.
10. The Group discussed that in addition to the descriptions of ICATUS 2016 and activity lists, a section on **coding rules** aligned with ICATUS activities need to be provided to help countries operationalize ICATUS. It was decided that coding rules will be covered in the section on mode (IV B), as they will depend on whether the instrument is interviewer- or self-administered. The Group also welcomed the establishment of a new subgroup on coding⁵ dedicated to providing such rules for the implementation and operationalization of ICATUS.
11. Participants of the EGM discussed the need for guidance on the calculation of **response rates** to allow consistency across countries, while countries may use different approaches for national reporting.

³ Members consist of: Australia, Canada, Eurostat, IATUR., Italy, Japan, New Zealand, UK

⁴ https://unstats.un.org/unsd/statcom/53rd-session/documents/BG-3h-Quality_UN_EG_TUS2021_FINAL_SENT_rev-E.pdf

⁵ Members consist of: Bangladesh, Canada, Chile, Eurostat, Finland, Mongolia, Morocco, South Africa, Thailand

A typical case that was discussed was how to treat replacement of selected respondents, if an individual respondent is replaced by another household member due to unavailability or lack of willingness to provide responses. Members agreed to share notes on key considerations for calculating response rates that UNSD will incorporate into the Guide, into a box on response rates under section VI. Australia and Canada also volunteered to contribute to another box focusing on enumeration procedures, to reflect on issues affecting response rates and share efforts to increase response rates such as through outreach activities and incentives creation.

12. The Group agreed that the Guide will recommend the following **key indicators** to be reported:

- Standard indicators:
 - average time on activity among all
 - average time among participants
 - average duration of episode
 - average number of episodes among all
 - average number of episodes among participants
 - participation rate
- International agreed indicators
 - SDG indicator 5.4.1 on proportion of time spent on unpaid domestic and care work, by sex, age and location (corresponds to the indicator of the Minimum Set of Gender Indicators I.1: Average number of hours spent on unpaid domestic and care work, by sex, age and location)
 - Minimum Set of Gender Indicators I.2: Average number of hours spent on total work (total work burden), by sex, including the average number of hours spent on unpaid domestic and care work + volunteering (unpaid work). The challenges of including volunteering in this indicator will be emphasized.

13. The participants of the EGM concluded that Section IV A 2 on Time-use module in a multi-purpose survey will include **continuing surveys** among the types of surveys to which time-use modules can be added.

14. The Group decided that elements of **variance estimation** that are particular to time use surveys will be covered conceptually, with reference to 2005 Guide for details (assuming that estimation has not changed since 2005). Details on formulas to compute variance will be further referenced in the hub.

15. The Group concluded that Section III E. **Harmonization efforts in TUS** will reference the Eurostat HETUS page and the 2018 HETUS Methodological Guidelines as well as the Minimum Harmonized Instrument and the 2022 LAC Time Use Guide.

16. Discussions revealed that the most common **statistical estimation software** used in NSOs are SAS, R, SPSS and Stata. The hub will hence attempt to include sample data processing and analysis code for these statistical packages. Countries present at the meeting agreed to share their code and their experience to populate this part on the hub.

17. An extension of the work of the subgroup on supervisory care⁶ was requested to advance the reflections on allocating time to **simultaneous activities**.

⁶ Members consist of: Colombia, ILO, Mexico, USA, South Africa, UN Women

III. Other Matters

18. UNSD informed the Group on the implementation of the DA12 project, in particular on the interest of project countries (Mexico, Morocco and South Africa) in piloting and adapting the proposed solutions to national contexts, as stressed at the 53rd Statistical Commission, to ensure that the Guide allows the production of data that are relevant at the national level;

IV. Summary of agreed next steps:

- I. *All experts of EG-TUS* to contribute to the revision of the UN Guide by sharing their knowledge, resources and national experience including on the implementation/piloting of the methods and instruments proposed by the Expert Group and adopted by the Statistical Commission (<https://unstats.un.org/unsd/statcom/53rd-session/documents/> Background documents under agenda item 3(h): Gender Statistics).
- II. *All experts of EG-TUS* to indicate areas of contribution based on their expertise and interest in certain topic areas for the revision of the UN Guide, and to provide inputs to materials to be included in the hub.
- III. The subgroups on “supervisory care”⁷ and on “modernization of the production of time-use statistics”⁸ to continue their mandate and a new subgroup on “coding rules for the implementation of ICATUS”⁹ to be setup by UNSD, the Secretariat. *Experts of EG-TUS* to indicate their contributions to and participate actively in each subgroup.
- IV. *UNSD* to continue the compilation of inputs on the revision of the UN Guide as well as drafting of the revised UN Guide (2024) to be completed by December 2023.
- V. *UNSD* to consider and plan technical meetings/sessions to discuss further details of the piloting work under the Development Account project T12 on “Time Use Data for better policies in African, Western Asian and Latin American countries”.
- VI. *UNSD* to prepare a summary report, containing the salient aspects of the EG-TUS discussions and agreements at its hybrid meeting on 16 August 2022 in Montreal, including the updated draft outline of the revised UN Guide on the production of TUS (2024). EG-TUS to provide feedback by 20 September 2022.
- VII. *UNSD* in collaboration with the chair of the Group to work out details, announce dates, and organize the next meeting of the Group to review progress on the work on the revision of the UN Guide.

⁷ Members consist of: Colombia, ILO, Mexico, USA, South Africa, UN Women

⁸ Members consist of: Australia, Canada, Eurostat, IATUR., Italy, Japan, New Zealand, UK

⁹ Members consist of: Bangladesh, Canada, Chile, Eurostat, Finland, Mongolia, Morocco, South Africa, Thailand

Annex 1: Agenda

Meeting of the Expert Group on Innovative and Effective Ways to Collect Time-Use Statistics (EG-TUS)

16 August 2022 – 9:00am-12:00pm (NY time) – hybrid meeting

Montréal, Québec, Canada - Cœur des Sciences (Heart of Science) campus of the University of Québec

Objectives:

- To review and discuss progress made on the revision of the UN guidelines on time-use statistics, to be published in 2024; agree on next steps, timeline and responsibilities.
- To update EG-TUS members on ongoing work including the implementation / piloting of the proposed methods under the DA12 project, as endorsed by the Commission, and other initiatives implemented by members of the group; and to agree on milestones and timelines of the EG-TUS workplan.

EG-TUS Chair: *Ms. Patricia Houle*, Time Use Survey Manager, Statistics Canada

08:45-09:00	<i>Test MS Teams connection (audio, video, chat, and screen sharing)</i>
09:00-09:10	1. Opening remarks and objectives of the meeting (UNSD) <ul style="list-style-type: none">- <i>Ms. Patricia Houle</i>, Time Use Survey Manager, Statistics Canada- <i>Ms. Francesca Grum</i>, Chief, Demographic and Social Statistics Branch, UNSD
09:10-09:20	2. Recap and status quo of the United Nations Guidelines for Producing Time-use statistics, 2024 (UNSD) <ul style="list-style-type: none">- <u>Session chair:</u> <i>Patricia Houle</i> – Statistics Canada- <u>Objective:</u> To discuss and update the Group on the progress made in the revision of the UN guidelines, to be published in 2024; and to remind of responsibilities, and timeline.- <u>Presentation</u> on the overview of: The current status on progress on the revision of the United Nations Guidelines for Producing Time-use statistics, 2024 (Presenter: <i>Yuki Mitsuka</i> – UNSD)
09:20-11:00	3. Progress on the development of the United Nations Guidelines for Producing Time-use statistics, 2024 (UNSD) <ul style="list-style-type: none">- <u>Session chair:</u> <i>Francesca Grum</i> – UNSD- <u>Objective:</u> To take stock of and review the status of the development of the UN Guide, 2024 based on agreed implementation steps for changes / edits at the EGM in May 2022; agreed on next steps, timeline and responsibilities.- <u>Presentation</u> of the: Draft annotated outline with responsibilities and priorities, and relevant available materials (Presenter: <i>Celeste Marin</i> – UNSD)- <u>Discussion</u> on details of each part; and on the way forward for the development of the revised UN Guide on TUS (2024).
11:00-11:20	<i>Break</i>
11:20-11:50	4. Implementation / piloting of the proposed methods under the DA12 project and other matters

	<ul style="list-style-type: none"> - <u>Session chair</u>: <i>Patricia Houle</i> – Statistics Canada - <u>Updates</u> on piloting countries (<i>Iliana Vaca Trigo</i> – UNSD) - Updates from EG-TUS members (tour-de-table)
11:50-12:00	<p>5. Way forward for the EG-TUS members and conclusions of the EG-TUS Meeting</p> <ul style="list-style-type: none"> - Summary of work priorities, timeline and assignments (<i>Francesca Grum</i> – UNSD) - Concluding remarks (<i>Patricia Houle</i> – Statistics Canada)

Annex 2: Updated outline for revised United Nations Guide to Producing Statistics on Time Use

	Priority of inputs	Confirmed	Still need
Glossary		From Concepts and Definitions doc	
Part One. Relevance of time-use statistics			
I. Users' information needs for time-use statistics		• ECLAC, Expert	
A. What are time-use statistics?			
B. Why produce time-use statistics?			
Box: Summary of key limitations			
C. The importance of time-use data in the context of the SDGs framework			• Need input on emerging issues: how countries currently do or can in the future use TUS to inform economic policy going beyond GDP, uses of time-use to inform policy on climate change, policies on care, health and wellbeing, transport...
Box: Quality considerations for TUS		• Australia • Expert	
Part Two. Key design specifications for time-use surveys			• Survey design specifications from all countries (like 2005 Annex 2)
II. Scope and coverage of time-use data			
A. Activity and time 1. Describing activities 2. Recording time: temporal location and duration; fixed/open intervals 3. Reference period			
B. Secondary/simultaneous activities 1. Recording simultaneous activities 2. Measuring time spent in simultaneous activities		• UN Women	
C. Contextual information 1. Importance of studying context 2. Defining context variables		• Expert, Italy	• Need countries input on responses and definitions for context variables
D. Background (covariate) information			
E. Survey population			•
F. Use of harmonized classifications of TUS		• ICATUS 2016	

	Priority of inputs	Confirmed	Still need
Box: TUS for children		<ul style="list-style-type: none"> • UNICEF • Italy • Eurostat: Italy and Romania pilots • Morocco? 	<ul style="list-style-type: none"> • Examples of child instruments, protocols, other materials; description of adaptations for children: content, ethical, etc.
III. Survey instruments for collecting time-use data			
Box: Pre-testing tools and guidelines for local context		<ul style="list-style-type: none"> • UN Women and ILO (draft text of box) • Canada and Chile (country examples) 	<ul style="list-style-type: none"> • Other country examples of pre-testing (tools or descriptions of how pre-test results were applied)
Box: TUS in times of crisis		<ul style="list-style-type: none"> • Crisis tool 	<ul style="list-style-type: none"> • Colombia?
Box: Privacy by design/ data protection		<ul style="list-style-type: none"> • Content in earlier draft of modernization doc? (Gueorguie) • Belgium (Joeri) to give input re designing MOTUS (also used in Hungary and Germany) 	<ul style="list-style-type: none"> • Need input—new subgroup?
A. Comparison of features of stylized questionnaires and 24-hour diaries		<ul style="list-style-type: none"> • Chile (table of pros and cons used to decide between two) 	<ul style="list-style-type: none"> • Argentina (e.g. why they moved to diary, lessons from switch)
B. Survey instruments using 24-hour diary <ol style="list-style-type: none"> 1. Describing activities <ol style="list-style-type: none"> a) Comparison table for full vs. light b) Full 24-hour diary c) Light 24-hour diary 2. Recording of time <ol style="list-style-type: none"> a) fixed vs open interval b) length of fixed time interval 3. Contextual information <ol style="list-style-type: none"> a) activity-specific contextual variables 		<ul style="list-style-type: none"> • Bangladesh (currently in Bengali—need to be translated) 	<ul style="list-style-type: none"> • Need examples from more countries, using different modes
C. Survey instruments using stylized questions <ol style="list-style-type: none"> 1. Advantages of stylized questions 2. Challenges 3. Operational considerations 4. Minimum list of activities 		<ul style="list-style-type: none"> • ECLAC (text from LAC Guide) • Mexico • Chile 	<ul style="list-style-type: none"> • Need country examples outside LAC

	Priority of inputs	Confirmed	Still need
D. Background questionnaires			<ul style="list-style-type: none"> Need for country examples
E. Harmonization efforts in TUS		<ul style="list-style-type: none"> LAC guide, Eurostat (HETUS guide) UN Women (examples or text for guidelines?) ILO guidelines coming March 2023 	<ul style="list-style-type: none"> Ask Gottlieb/Poschke for link to harmonized dataset or other info Inputs on SNA, if available.
IV. Survey frameworks for collecting time-use data			
A. Type of household survey			
1. Independent or “stand-alone” time-use surveys: description, advantages and limitations			
2. Time-use module in a multi-purpose survey: description, advantages and limitations		<ul style="list-style-type: none"> ILO 	<ul style="list-style-type: none"> ILO pilot materials (final available by March 2023; draft possibly earlier: model light diary and stylized modules, national adaptation guide, guidance document) Country experiences from Morocco / Thailand ILO: country examples from Kenya, Tanzania, Lesotho, Uganda UN Women: country examples from Kenya, Tanzania, Georgia and Armenia
B. Mode of data collection		<ul style="list-style-type: none"> Eurostat 	<ul style="list-style-type: none"> Country examples outside of Europe (could be description of issues considered and mode chosen)
1. Interview vs. self-administered			
2. Interview			
a) Face-to-face (PAPI, CAPI)			
b) Phone or web interviews (CATI, CAWI)			

	Priority of inputs	Confirmed	Still need
3. Self-administered a) Computer-assisted b) Smartphone/tablet-assisted			<ul style="list-style-type: none"> Inputs from subgroup on new coding/digital tools to develop document for hub describing design issues
4. Mixed mode		<ul style="list-style-type: none"> Canada (country example) 	<ul style="list-style-type: none"> Need for further country examples
C. Survey frames: illustrative examples		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> EG members to fill out table included in annotated outline
V. Sample designs for time-use surveys		<ul style="list-style-type: none"> Expert 	
A. Standard considerations in sample design for time-use surveys			
B. Sample design issues related to the population of inference of time-use surveys			<ul style="list-style-type: none"> Country examples of oversampling subgroups e.g. family/HH structure Mexico: examples from areas with indigenous languages
C. Analytical considerations in sampling for time-use surveys 1. Levels of sampling and analysis a) Person-time unit level analysis b) Person-level analysis c) Household-level analysis 2. Sample size considerations			
D. Technical and operational considerations specific to sampling for time-use surveys 1. Representation of the time dimension 2. Number of persons sampled in a household and number of days collected for each sampled person 3. Methods for sampling days a) Face-to-face interviews b) Interviews administered remotely (CATI) c) Self-administered (CAWI)			<ul style="list-style-type: none"> Country info on sampling approaches in recent surveys (both more and less digitized), beyond the approach to handling substitute days from Quality Considerations Annex 3. Could be sampling protocol or description of relevant issues—e.g. seasonality, choosing HH member, reaching all members if needed
E. Sampling for time-use module in multi-purpose surveys			
Part Three. Collecting and processing time-use data			

	Priority of inputs	Confirmed	Still need
VI. Enumeration procedures for time-use surveys			<ul style="list-style-type: none"> Country examples for multiple modes—e.g. interviewer training or fieldwork schedules; helping respondents with difficult parts of interview or self-admin survey
A. Main considerations in designing and implementing field procedures <ol style="list-style-type: none"> Field procedures Field procedures: some illustrations 		<ul style="list-style-type: none"> Expert Canada (country examples eg videos) Belgium (MOTUS bottlenecks and recommended solutions) 	<ul style="list-style-type: none"> Examples from countries using CAPI or mixed (2005 guidelines have good coverage of PAPI).
B. Managing fieldwork: some specific issues <ol style="list-style-type: none"> Understanding how people report their daily activities Measuring time without a clock Probing techniques 		<ul style="list-style-type: none"> 	
Box: Response rates (incl. touching on incentive creation, outreach activities etc)		<ul style="list-style-type: none"> Ignace (notes on key considerations) Australia Canada 	<ul style="list-style-type: none"> Country examples of outreach activities or other efforts to boost response
VII. Processing of time-use survey data			
A. Editing <ol style="list-style-type: none"> General considerations in editing Edit checks <ol style="list-style-type: none"> Basic checks No entries in a particular time slot (diary) Overlaps (diary) Omitted activities Essential intermediate step missing (diary only or also stylized?) Multiple entries (diary) Simultaneous/Secondary activities Contextual information Other difficult cases 			
B. Imputation		<ul style="list-style-type: none"> Inputs from Australia Inputs from BLS 	<ul style="list-style-type: none">

	Priority of inputs	Confirmed	Still need
C. Data preparation and management		<ul style="list-style-type: none"> Canada (code for merging files) 	<ul style="list-style-type: none"> 2005 Annex 19 is Canada user guide. Need for updated example (from any country)
VIII. Weighting and estimation for time-use surveys			
A. Issues in weighting and estimating of time-use statistics		<ul style="list-style-type: none"> Expert 	
B. Weighting			
C. Imputation versus non-response adjustments		<ul style="list-style-type: none"> Expert (review) 	
IX. Preparation of survey outputs			
A. Key survey outputs			
1. Key time-use statistics			
2. Basic tabulation plan for analysing time-use data			
a) Specifications for analysis and classification variables			
b) Table specifications—covers alternative approaches for allocating time to simultaneous activities			<ul style="list-style-type: none"> Country inputs on processes actually used to allocate time between simultaneous activities
c) Visualizations			<ul style="list-style-type: none"> Country examples of visualizations (final products and/or code, specifications)
B. Computation of sampling variances		BLS	
C. Statistical estimation software		<ul style="list-style-type: none"> Expert Examples and code from Canada (SAS and Stata) 	<ul style="list-style-type: none"> Sample analysis code in R (or SAS, Stata, SPSS)
Part Four. Review and dissemination of time-use data			
X. Ensuring quality of time-use data and surveys			<ul style="list-style-type: none"> Need country examples of QA procedures <ul style="list-style-type: none"> ⇒ for stylized and diaries ⇒ at field or office level ⇒ manual and automated
A. Unique quality considerations for TUS – a check list		<ul style="list-style-type: none"> Australia Expert 	

	Priority of inputs	Confirmed	Still need
B. Assurance of data quality of time-use survey results		<ul style="list-style-type: none"> • Australia • Expert 	
XI. Dissemination of time-use data			
A. Modes of dissemination <ol style="list-style-type: none"> 1. Reports 2. Data 3. Other 		<ul style="list-style-type: none"> • Thailand (dissemination plan and/or examples) 	<ul style="list-style-type: none"> • Need for other country examples: dissemination plans or products
B. Issues in dissemination of time-use data			
1. Data protection (formerly Disclosure control and confidentiality)			
2. Documentation			<ul style="list-style-type: none"> • Examples of how programs document quality issues and use those to plan future surveys, or what should be documented when planning surveys
3. Preservation of time-use data			<ul style="list-style-type: none"> • Processes for sharing data (data repositories, indicator hubs) to increase use by researchers or policymakers.

Annex 3: List of participants

No.	Affiliation	Contact Information	In person / virtual
1.	Bangladesh	Ms. Shahnaz Arefin Secretary Statistics and Informatics Division Ministry of Planning Email: shahnazarefin@gmail.com	virtual
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