Gender issues in the measurement of paid and unpaid work

Expert Group Meeting on
Methods for Conducting Time-Use Surveys
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Draft OUTLINE
Guide to Producing Statistics on Time-Use for Measuring Paid and Unpaid Work

PREFACE
A. “Legislation” and objectives of the document
B. Audience, scope and general approach of the guidelines
C. Organization of the document

I. INTRODUCTION
A. Basic features of time-use data (activity, time, episodes, duration, frequency, etc)
B. Uses of time-use data
   1) Historical and general uses
   2) Use of time-use data in improving measurement of all forms of work
      a) Issues
      b) Illustrations
C. Sources of data on time use—basic survey “designs”
   1) Independent survey
   2) Module of a multi-purpose survey
   3) Data items on time-use within a survey/census
D. Relating objectives, design and resources for collecting data on time use
   1) Objectives for data collection
   2) Basic designs for data collection {source x method x type of survey}
   3) Resource considerations
E. Overview of issues in planning and organizing data collection on time-use
   {summary of issues; details to be discussed in major sections}
   1) Key design specifications
   2) Activity classification
   3) Field operations
   4) Data processing
   5) Estimation
   6) Data dissemination

II. KEY DESIGN SPECIFICATIONS
A. Method of data collection
   1) Basic methods
      a) Observation
      b) Recall interview or retrospective diary
      c) Self-completed current diary
   2) Design issues {accuracy and data quality; response issues; feasibility in relation to survey design}
   3) Recommendations
B. Survey instruments
   1) Types of survey instruments
      a) Time diary {full, simplified}
      b) Background questionnaires
   2) Design issues {time slots/intervals; coding; recording of context variables; recording of simultaneous activities; background questionnaires}
3) Recommendations

C. Context variables
1) Uses and types of context variables
2) Design issues {in measuring paid/unpaid work; location (of work); purpose}
3) Recommendations

D. Simultaneous activities
1) Primary/main, secondary/simultaneous activities-- definitions
2) Uses of information on simultaneous activities
3) Issues in recording and analysis of simultaneous activities
4) Recommendations

E. Time sample
1) Sampling days of the week
2) Allocation of diary days {number; assigning}
3) Accounting for seasonal variations/coverage of the year
4) Recommendations

F. Sample design
1) Specifying the reference population {geographic coverage; non-institutional households?; age limits}
2) Sampling the reference population {households; household members; age; sex}
3) Recommendations

G. Estimation of key statistics and indicators
1) Key statistics and indicators {Average week? weekday? weekend? In a quarter? In a year?}
2) Tabulation plans {basic tabulations; how to present simultaneous activities}
3) Estimators {weighting, nonresponse analysis and adjustment, imputation procedures, sampling variances}
4) Recommendations

H. General recommendations

III. ACTIVITY CLASSIFICATION
A. Objectives
B. Concepts and definitions
1) Activity
2) Episode
3) Analytical unit

C. Draft International Classification of Activities for Time-Use Statistics
1) Principles
2) Structure
3) Relationship to other classifications

Annex: 2-digit classification

IV. FIELD OPERATIONS
A. Organization of field work
1) Method of data collection and organization of field staff
2) Special considerations
Draft outline of Guide to Producing Statistics on Time-Use for Measuring Paid and Unpaid Work

**a) Measuring time without a clock**

**b) Illiteracy**

3) Quality control procedures
4) Controlling non-response

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**B. Recruitment and training of field staff**

**C. Field coding and editing of time-use activities**

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**V. DATA PROCESSING**

**A. Overall planning**

**B. Organization and staffing of data processing**

1) Programming requirements
2) Recruitment and training of coders, editors and other data processing staff
3) Selection and use of software packages
4) Equipment

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**C. Coding, editing and imputation procedures**

**D. Preparation of survey outputs**

1) Implementation of weighting and estimation procedures
2) Preparation of tabulations—suggested tabulation plan
3) Computation of sampling variances
4) Maintenance of database

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**VI. REVIEW, DISSEMINATION, ANALYSIS AND PRESERVATION OF TIME-USE DATA**

**A. Technical review of results**

1) Non-response rates
2) Other measures {average number of episodes per diary; incidence of postponing diary days; average number of simultaneous activities per diary}

**B. Reports and publications**

1) Standard reports and publications
2) Required meta-information

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**C. Other forms of dissemination and use**

1) Issuance of unpublished data
2) Preparation of special tabulations on request
3) Dissemination of micro-data on computer media
4) On-line dissemination and computer access to the data

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**VII. EVALUATION OF DATA QUALITY**

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**ANNEXES**

- Summary of country survey specifications
- Prototype questionnaires
- Suggested tables