

*Gender issues in the measurement of paid and unpaid work*

Expert Group Meeting on  
Methods for Conducting Time-Use Surveys  
23-27 October 2000  
New York

**Guide to Producing Statistics on Time-Use for  
Measuring Paid and Unpaid Work:  
An outline**

## **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  $\times$  method  $\times$  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

- a) Measuring time without a clock
      - b) Illiteracy
    - 3) Quality control procedures
    - 4) Controlling non-response
  - B. Recruitment and training of field staff
  - C. Field coding and editing of time-use activities
- 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
  - 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
- 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
  - 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
- VII. EVALUATION OF DATA QUALITY**

#### **ANNEXES**

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