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**Minimum Harmonized Instrument
for the collection of time-use data*
(Draft as of 14 February 2020)**

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* This document has not been formally edited.

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Website: <http://unstats.un.org/unsd/demographic-social/time-use/time-use-expert-group/>

Minimum Harmonized Instrument for the collection of time-use data

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Introduction

Member States at the 48th session of the UN Statistical Commission in March 2017 endorsed the International Classification of Activities for Time-Use Statistics (ICATUS 2016)² and supported the development of methodological guidelines on how to implement/operationalize the classification to produce internationally comparable time-use data, using the latest technologies, in support of SDG monitoring, particularly in developing regions.³ In response to this request, the Statistics Division organized the first meeting of the Expert Group on Innovative and Effective Ways to Collect Time-Use Statistics on 20-22 June 2018 in New York.⁴ Subsequently, the Group met three times virtually and twice face-to-face (in May 2019⁵ and November 2019⁶) to continue the process of developing practical guidance to operationalize ICATUS 2016 and produce time-use statistics in innovative and effective ways.

As a key component of the guidelines, the Group is developing a “Minimum harmonized instrument” for the collection of time-use data, including for the measurement of SDG indicator 5.4.1, in line with ICATUS 2016 (second level activities) and other international standards to ensure cross-country comparability. The objective of developing this “minimum” instrument is to provide countries with an option to collect time-use data at a lower cost (coding will not be required) and more frequently. For example, countries may opt to use this instrument to collect time-use information between collections of time-use data with full diaries. Overall, the instrument proposes a minimum set of requirements that can be used by National Statistical Offices (NSOs) to collect time-use data, using a ‘light’ solution, or as the basis for the design of a more complex data collection approach using either diaries or stylized questions.

This “Minimum harmonized instrument” consists of two parts:

PART I - a set of questions capturing economic and labor characteristics of the respondents; and

PART II - a minimum list of 25 predefined activities (including “other” to account for not listed activities), relevant contextual information, and additional probing questions. In its current format, presented in this document, the list is included in a light diary⁷.

² <https://unstats.un.org/unsd/demographic-social/time-use/icatus-2016/>

³ UN Statistical Commission-Final report 48th session-Decision 48/109 <https://unstats.un.org/unsd/statcom/48th-session/documents/Report-on-the-48th-session-of-the-statistical-commission-E.pdf>

⁴ <https://unstats.un.org/unsd/demographic-social/meetings/2018/newyork-egm-tus.cshtml>

⁵ <https://unstats.un.org/unsd/demographic-social/meetings/2019/newyork-egm-tus>

⁶ <https://unstats.un.org/unsd/demographic-social/meetings/2019/newyork-egm-tus-nov.cshtml>

⁷ In 2020, the Group will further work and develop it in the form of stylized questions proposing the right order of the activities, based on the experiences from countries using stylized questions to collect time-use data.

The instrument is designed to link information from the predefined list of activities with the information obtained in the background questionnaire that will allow the correct classification of the activities into ICATUS 2016 (at the second hierarchical level, in most cases). At the end, summary questions have been added to capture potentially incorrectly classified activities.

The digitalization of the “Minimum harmonized instrument”, in terms of mode of data collection, will facilitate the required links between the background questions and the predefined activities. Furthermore, this instrument has been designed to fit and be used in collections involving interviewers as well as in self-administered data collections.

PART I: Set of questions capturing economic and labor characteristics of respondents

Reporting time-use data in line with ICATUS 2016 will require the collection of characteristics of the respondents in background questionnaires to complement the information obtained with the predefined list of activities. The Group, with direct guidance provided by ILO – one of its members –initially focused on the operationalization and coding of activities under ICATUS 2016 major divisions 1. *Employment and related activities* and 2. *Production of goods for own final use*, and identified (1) “essential” economic characteristics of respondents to be captured during a time-use data collection to facilitate the correct coding of the activities, and (2) “optional” characteristics to enrich the analysis of time-use data. Model questions and sequences to capture those characteristics are provided as illustration in the annex, and are aligned with ILO recommendations to capture employment and production of goods for own final use as defined in the 19th ICLS resolution 1 concerning “statistics of work, employment and labour underutilization”.⁸ Countries are recommended to (a) use the approach already established at the national level to capture those characteristics in surveys, particularly Labour Force Surveys (LFS), provided that the details required for coding time-use activities are captured, or to (b) adapt the national approach in line with the characteristics below, to be suitable for time-use surveys.

The items to be included in the background questionnaire are the following:

- Identification of persons employed during a specified time (week/7 days)
- *For employed persons*
 - Multiple job-holding status
 - Core characteristics of the main / second / other jobs as relevant:
 - Status in employment
 - Occupation
 - Industry
 - Institutional sector of employment
 - Business incorporation for those employed in the private sector
 - Business registration

For countries where own-account work in agriculture or fishing is commonplace in certain regions or among certain population groups, the background questionnaire should additionally capture, at a minimum, the following items:

⁸ https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/normativeinstrument/wcms_230304.pdf

- Participation in own-account farming, animal husbandry and fishing during the specified week
- Main intended destination (sale versus own-use) of the products from farming, animal husbandry and fishing
- Main products from farming, animal husbandry and fishing

Additional details are provided in the annex.

PART II: Minimum List of Activities

The predefined list of activities covers all possible activities a person can undertake in a day and consists of 25 activities (including “other” to account for not listed activities). This list of activities was developed for use in light diaries as well as stylized questions and represents the minimum requirements to enable the production of time-use statistics in line with ICATUS 2016 (second level activities in most cases). The predefined list of activities was identified and agreed by the Group based on: (1) information available in around 15 light diaries used by countries around the world; and (2) activities used in stylized questions in 15 Latin American and Caribbean countries.

Activities in the minimum list	
1-3	Productive activities excluding unpaid domestic and care work (excluding SDG indicator 5.4.1)
4-10	Unpaid domestic work (for SDG indicator 5.4.1)
11-12	Unpaid care work (for SDG indicator 5.4.1)
13-23	Personal activities
24	Travel
25	Other

Nine out of the 25 activities are related to unpaid domestic work (7 activities) and care work (2 activities) and are recommended for the collection of data to calculate SDG indicator 5.4.1. These activities are of particular interest for satellite accounts, and they are the core aspects on which reliable data are sought to ensure international comparability and alignment with the global SDG 5.4.1 indicator.

Additional adaptations of the minimum list may be needed for countries where the following activities are common, but unlikely to be relevant to most countries:

- Hunting
- Gathering wild products
- Forestry activities
- Gathering firewood
- Fetching water

Additionally, countries will be able to customize the list of activities according to national context by listing additional activities. For example, religious activities might be of special interest in some countries; others might be interested in capturing the activities of specific population groups, such as community-based activities that are very prevalent among indigenous groups.

The minimum list of activities presented below includes the probing questions and contextual information needed for the correct classification of the activities according to ICATUS 2016. Reflecting on the lightness of the instrument, only the most essential contextual information to be collected for each activity is listed; however, countries can add additional context (e.g. use of ICT) in line with the objectives of the data collection.

DRAFT

Minimum List of Activities

#	Activity	Description	Further probing	Contextual information	ICATUS 2016
1	Working in paid job or income generating activities	<p>Includes:</p> <ul style="list-style-type: none"> • Paid work as employee including overtime • Helping in family business or farm to produce goods for sale • Growing produce for sale, raising animals or fishing for sale, making goods for sale, buying and reselling goods, providing services for pay • Reading work related documents and mail • Working as a driver, e.g. taxi driver • Training and studies in relation to working in paid job or income generating activities recognized by the employer or directly linked to one's job <p>Excludes:</p> <ul style="list-style-type: none"> • Lunch should be reported under "Eating and drinking" • Gaining skills or workplace experience by unpaid trainees, apprentices, interns and related activity to be added as "Other" • Seeking job or setting up a business to be added as "Other" • Commuting from home to workplace should be reported as "Travel" 	<p>Was this activity done for one of your jobs? If so, which one??</p> <ul style="list-style-type: none"> • Yes, main job • Yes, secondary job • No Ask additional questions below <p>Additional questions</p> <p>D1. I need to verify some information with you. I recorded earlier that you do not own either a business or a farm, that you did not do any work for pay in the last week, and that you did not have a job, including a job from which you were absent. Is this correct?</p> <ol style="list-style-type: none"> 1. YES → Continue with diary 2. NO → Correct responses to relevant labour force questions 	Location Use of ICT	Major division 1

2	Making goods for own household or family use	<p>Includes:</p> <ul style="list-style-type: none"> • Growing produce (including kitchen gardening), raising animals or fishing for own household or family use • Preserving food, making flour, making clothes, textiles, mats, other goods for own household or family use • Working on own or family home construction/renovation <p>Excludes:</p> <ul style="list-style-type: none"> • Small repairs should be reported under “Maintaining and making small repairs in own or family dwelling” • When done as help to friends or other persons, for example, helping a friend with a home renovation 		Location	Major division 2
3	Volunteer work	<p>Includes:</p> <ul style="list-style-type: none"> • Helping neighbors, friends and other non-related people without pay • Working willingly without pay for the community or organizations <p>Excludes:</p> <ul style="list-style-type: none"> • Helping family members living in other households 		Location	Divisions 51, 52
4	Preparing and serving food and meals for own household	<p>Includes:</p> <ul style="list-style-type: none"> • Cooking, serving foods, cleaning after cooking • Setting up the table 		With whom Location	Division 31

	or family members	<ul style="list-style-type: none"> • Putting away clean dishes <p>Excludes:</p> <ul style="list-style-type: none"> • Preserving food, grinding flour should be classified under “Making goods for own household or family use” 			
5	Cleaning own or family dwelling	<p>Includes:</p> <ul style="list-style-type: none"> • Cleaning inside and outside • Recycling and disposing trash • Upkeeping plants (landscaping, lawn and plant care) 		With whom Location	Division 32
6	Maintaining and making small repairs in own or family dwelling	<p>Includes:</p> <ul style="list-style-type: none"> • Small repairs of dwelling • Vehicle maintenance and repairs • Repairing small appliances <p>Excludes:</p> <ul style="list-style-type: none"> • Construction and major renovations should be reported under “Making goods for own household or family use” 		With whom Location	Division 33
7	Cleaning and care of clothing and footwear of own household or family members	<p>Includes:</p> <ul style="list-style-type: none"> • Hand/machine-washing, hanging clothes • Ironing • Mending clothes • Cleaning and repairing shoes <p>Excludes:</p>		With whom Location	Division 34

		<ul style="list-style-type: none"> • Making clothes should be reported under “Making goods for own household or family use” 		
8	Managing own household	<p>Includes:</p> <ul style="list-style-type: none"> • Paying bills • Budgeting • Planning, organizing duties and activities in the household 		<p>With whom Location Use of ICT</p> <p>Division 35</p>
9	Taking care of pet of own household or family	<p>Includes:</p> <ul style="list-style-type: none"> • Walking the dog • Feeding dog, cat, fish • Visiting the veterinary or other pet services (grooming, stabling, holiday or day care) <p>Excludes:</p> <ul style="list-style-type: none"> • Activities related to animal husbandry (tending animals) should be reported under “Working in paid job or income generating activities” or “Making goods for own household or family use” 		<p>With whom Location</p> <p>Division 36</p>
10	Shopping for own household or family	<p>Includes:</p> <ul style="list-style-type: none"> • Grocery shopping • Ordering home supplies online • Browsing clothes for kids online <p>Excludes:</p> <ul style="list-style-type: none"> • Acquiring supplies for income generating activities should be 		<p>With whom Location Use of ICT</p> <p>Division 37</p>

		reported under “Working in paid job or income generating activities”			
11	Taking care of own (household or family) child (use country definition of child)	<p>Includes:</p> <ul style="list-style-type: none"> • Talking, playing with children • Feeding children • Bathing, dressing, changing child • Putting child to bed • Helping with homework • Passive care/minding/supervising • Preparing medicines for children • Taking care of temporary sick children 	<p>To probe for dependent children: Was this activity done for a child living in this household: Yes, who from the roster? No. Information about the disability status should be collected in the household roster. This option will only identify disability status of household members.</p>	With whom Location	Division 41
12	Taking care of or helping adults (own household or family) (use country definition of adult)	<p>Includes:</p> <ul style="list-style-type: none"> • Washing, dressing, changing dependent adult • Preparing medicines for elderly household or family members • Completing bank forms, insurance claims for household or family member • Collecting pension for household or family member • Paying taxes for household or family member • Taking care of temporary sick adult • Passive care/supervising • Cutting hair of my partner or adult in the family (not for pay) <p>Excludes:</p> <ul style="list-style-type: none"> • Taking care of children 	<p>To probe for dependent adults: Was this activity done for one of the household members: Yes, who from the roster? No. Information about the disability status should be collected in the household roster. This option will only identify disability status of household members.</p>	With whom Location	Divisions 42, 43

		<ul style="list-style-type: none"> • Helping not related people from other households, such as neighbors, friends 			
13	Education	Includes: <ul style="list-style-type: none"> • Attending classes • Attending club at school • Doing homework • Watching lecture online • Taking cooking course 		Location Use of ICT	Major Division 6
14	Socializing and communication	Includes: <ul style="list-style-type: none"> • Talking to neighbor • Phone calls and texting • Going to birthday parties • Visiting relatives, friends • Writing letters and preparing seasonal postcards Excludes: <ul style="list-style-type: none"> • Work-related email should be reported under “Working in paid job or income generating activities” 		With whom Location Use of ICT	Division 71
15	Community participation, civic and related responsibilities, and religious practices	Includes: <ul style="list-style-type: none"> • Participating in local parades, festivals • Attending a civil ceremonies (marriage) or funerals • Going to vote or attending trial as witness • Meditating, praying 		With whom Location	Divisions 72, 73, 74

		<ul style="list-style-type: none"> • Participating in religious celebrations and ceremonies 			
16	Cultural, entertainment and sports events	<p>Includes:</p> <ul style="list-style-type: none"> • Going to the movies, theater, music festival • Visiting historical place, monument • Going to the zoo • Going to amusement park, theme park • Going to the baseball, basketball game, watching sport event at site 		With whom Location	Division 81
17	Hobbies, games and other pastime activities	<p>Includes:</p> <ul style="list-style-type: none"> • Hobbies (painting as hobby, taking pictures, etc.) • Playing video games • Playing on mobile phone • Gambling 		With whom Location Use of ICT	Division 82
18	Sport participation and exercising	<p>Includes:</p> <ul style="list-style-type: none"> • Playing soccer, basketball, etc. • Running or walking for exercising • Going to the gym • Practicing Zumba <p>Excludes:</p> <ul style="list-style-type: none"> • Walking or running with specific purpose (different than exercising) should be reported accordingly, for example under “Travel”, “walking the dog” should be reported under “Taking care of pet of own household or family” 		With whom Location	Division 83

19	Reading for leisure	<p>Includes:</p> <ul style="list-style-type: none"> • Reading for leisure a newspaper, a book, novel/poems/literature, graphic novel • Going through social media • Reading an article on Facebook, website/blog • Scanning a magazine <p>Excludes:</p> <ul style="list-style-type: none"> • Reading to child should be reported under “Childcare” • Reading for work or learning should be reported under “Working in paid job or income activities” or “Education” 		Location Use of ICT	Group 841
20	Watching TV/Listening to radio or streaming	<p>Includes:</p> <ul style="list-style-type: none"> • Watching video on YouTube • Watching TV • Watching/streaming movie • Listening to radio, music, audiobooks, podcast <p>Excludes:</p> <ul style="list-style-type: none"> • Watching videos related to work or learning should be reported under “Working in paid job or income generating activities” or “Education” 		With whom Location Use of ICT	Groups 842, 843
21	Sleep			Location	Division 91
22	Eating and drinking			With whom Location	Division 92

23	Personal hygiene and care	<p>Includes:</p> <ul style="list-style-type: none"> • Having a bath or shower • Taking bath at a common place/bath/sauna • Putting sunscreen • Getting dressed • Applying contact lenses, using asthma aerosol • Sick in bed • Preparing and taking medicines • Having hair cut or getting nails done • Receiving assistance with personal hygiene, dressing, showering, etc. • Visiting the doctor 		Location	Divisions 93, 94
24	Travel ⁹	<p>Includes:</p> <ul style="list-style-type: none"> • Traveling, commuting • Moving from point A to point B • Walking and running if the purpose is to reach a different location/place <p>Excludes:</p> <ul style="list-style-type: none"> • Walking and running for exercising • Driving for job, for example taxi drivers. 	<p>What was the purpose of the travel:</p> <ul style="list-style-type: none"> • Going to work • Going back home* • Going to school (for own educational purposes; not accompanying children to school) • Going shopping • Accompanying own household or family members • Accompanying others • Other <p>*Some countries code this according to the previous activity</p>	Purpose Mode of transportation With whom	

⁹ If countries opt to collect primary and secondary activities, travel time should always be considered as a primary activity.

25	Other (specify)	<p>Includes activities not listed or mentioned before, such as:</p> <ul style="list-style-type: none"> • Gaining skills or workplace experience by unpaid trainees, apprentices, interns and related activity • Seeking job or setting up a business 		<p>For pay or profit or for the market For whom With whom Location Use of ICT</p>	
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How to report activities that were undertaken using an electronic device:

The specific activity should be recorded when the respondent is using a device. The use of a device should be reported as contextual information when relevant. For example:

- Reading mail for work -> Working in paid job or income generating activities
- Reading mail for school -> Education
- Doing homework on the computer -> Education
- Browsing pages for a school research -> Education
- Browsing pages looking for school uniforms for my kids -> Shopping for own household and family
- Texting with husband in cellphone -> Socializing and communication
- Looking for a job online -> Other

ANNEX

PART I: Set of questions capturing economic and labor characteristics of respondent

To maintain the “light” nature of the recommended instrument, care should be taken to limit the topics covered in the background module only to those needed to support coding of time-use data and to create variables of analytical interest.

However, countries may choose to capture additional selected economic characteristics of respondents to enable further analysis of time-use data. Additional topics that might be of analytical interest include:

- Identification of unemployed persons
 - Job search during specified time (four weeks/30 days/calendar month)
 - Availability to work in specified time (week/7 days) and/or (subsequent 2 weeks/14 days)
 - Reasons for not seeking work
- For persons employed in the specified week:
 - Additional characteristics of main / second job
 - Working time (hours usually worked or hours actually worked)
 - Full-/Part-time employment status
- Main activity status as self-declared

Two alternative model question sequences covering the essential and optional recommended topics are presented in this annex for illustration purposes only, containing the following:

-Model Labour Force question sequence

SECTION A contains questions for the identification of persons employed in the reference week;

SECTION B contains questions related to the employment characteristics;

SECTION C contains the question about the main activity status as self-perceived.

-Alternative Labour Force question sequence

ALTERNATIVE MODEL for SECTION A contains a question sequence model for the identification of persons employed in the reference week to be used by countries where small-scale family farms and fishing activities are prevalent (starting with own-account agriculture work);

-SECTION D contains questions to be asked during and after the diary.

Model questions necessary for coding are labelled “essential”, and questions countries may want to ask depending on their analytical goals are labelled “optional”.

It should be noted that the proposed sequences are abridged reflecting on the lightness of the instrument, and the approach requires the interviewer to follow the skip patters. However, the sequences could be modified according to the objectives of the study and countries are recommended to use the approach already established at the national level to capture those

characteristics in surveys.¹⁰ For example, in the first model sequence persons who have paid jobs or businesses will not be asked to report if they also do own-account farming (as a secondary activity). Regardless, time spent on own-use production of goods will be captured with the dedicated activity in the diary component of the instrument. In comparison, the alternative model for section A sequence, predominantly suitable for countries where small-scale family farms and fishing activities are prevalent, captures people engaged in these activities. More detailed explanatory notes describing questionnaire conventions will be prepared by the Group to accompany the model sequences.

Model Labour Force question sequence (for illustration purposes only)

The wording in italics are aids (for example, interviewer should not read aloud).

SECTION A: Identification of persons employed in reference week

	NOTES
<p>A1.¹¹ Last week, from (DAY) to (DAY), did you do any of the following...?</p> <ol style="list-style-type: none"> 1. Work for pay (<i>[as employee, labourer, ...]</i>) → B1 2. Work in your own or the family farming or fishing activities 3. Work in any other kind of business activity → B1 4. None of the above → A4 	<p>Essential Part of sequence to identify the employed</p>
<p>A2. Are the farming or animal products that you worked on intended...?</p> <ol style="list-style-type: none"> 1. Only for sale → B1 2. Mainly for sale → B1 3. Mainly for family consumption 4. Only for family consumption 	<p>Essential To distinguish employment from own-use production in agriculture / fishing</p>
<p>A3a. What are the main products/animals that you are working on? (<i>WRITE MAIN GOODS –e.g. maize, rice, apples, oranges, cattle, sheep, fresh water fish...</i>)</p> <hr/>	<p>Essential To assign ICATUS-16 code 21 and code occupation and industry for own-use producers in agriculture</p>
<p>A3b. Last week, how many hours did you work in these farming or fishing activities?</p>	<p>Optional</p>
<p>A4. Last week, did you ...?</p> <ol style="list-style-type: none"> 1. Do any (other) activity to generate an income, even for 1 hour (<i>e.g. casual work, make things to sell, provide services for pay,...</i>) → B1 2. Help without pay in a family business → B1 	<p>Essential Part of sequence to identify the employed (Employment activities that can be under-</p>

¹⁰ Model LFS questionnaires and tools can be found at: <https://ilo.org/LFSresources>

¹¹ Question A1 uses more detailed wording to reduce under identification of helpers in farming activities. In A3b the wording is shortened once persons have self-identified as doing this type of work based on experiences showing that it is better to keep the questions' wording shorter and focused.

<p>3. Did not do any income generating activity, not even for 1 hour.</p>	<p>reported would be prompted under this question)</p>
<p>A5a. Even though you did not work, last week, did you have a paid job or business to which you expect to return? 1. YES 2. NO → A6</p>	<p>Essential Part of sequence to identify the employed</p>
<p>A5b. Why did you not work last week? 1. SHIFT WORK, FLEXI-TIME, NATURE OF WORK → B1 2. VACATION, HOLIDAYS → B1 3. OWN ILLNESS, INJURY, ACCIDENT → B1 4. MATERNITY, PATERNITY LEAVE → B1 5. LOW OR OFF SEASON 6. WORK-RELATED REASONS (DISPUTE, LAY-OFF, WORK BREAK) 7. OTHER REASONS (SPECIFY): _____</p>	<p>Essential Part of sequence to identify the employed</p>
<p>A5c. Including the time that you have been absent, will you return to that same job or business in 3 months or less? 1. YES → B1 2. NO</p>	<p>Essential Part of sequence to identify the employed</p>
<p>A6. In the last 4 weeks, from [DATE] up to [DAY last week], did you look for a paid job or try to start a business 1. YES 2. NO</p>	<p>Optional Part of sequence to identify the unemployed</p>
<p>A7. If a job or business opportunity became available, could you start working [last week/within the next two weeks] 1. YES → C1 2. NO → C1</p>	<p>Optional Part of sequence to identify the unemployed</p>

SECTION B: Employment characteristics

<i>For persons employed in reference week</i>	NOTES
B1. Last week, did you have more than one job or [business / income generating activity]? 1. Only one job/business → B2 2. More than one job/business	Essential
READ: The next questions are about the job or income generating activity in which you usually work the most hours...	Essential
<i>THE BELOW QUESTIONS SHOULD BE REPEATED FOR MAIN, SECOND JOB</i>	
B2.¹² In your (main/other) job, what kind of work do you do? <i>(Write the occupation title and main tasks and duties –e.g [Cattle farmer –breed, raise and sell cattle; Policeman –patrol the streets; Primary school teacher –teach children to read and write])</i> OCCUPATION TITLE: _____ MAIN TASKS AND DUTIES: _____	Essential Occupation
B3. Do you work ...? 1. As an employee 2. On your own account, as a free-lancer (<i>without hired employees</i>) →B5 3. As an employer (<i>with hired employees</i>) →B5 4. Helping without pay in a family business or farm →B5 5. Paid apprentice, intern 6. OTHER (specify): _____	Essential Status in employment
B4.¹³ Do you work in...? 1. A government agency or state-owned enterprise →B7a 2. A private business or farm 3. An NGO, non-profit, or religious institution →B7a 4. A household as a domestic worker →B8	Essential Institutional sector

¹² ISCO or an equivalent national classification should be used for coding the answers. Both fields are needed to be able to support coding to ISCO or the relevant national occupation classification.

¹³ Some countries separate businesses from farms in the response options. Sectors listed do not correspond one to one to SNA institutional sectors. It would not be very feasible to capture SNA institutional sectors through a household survey. From a household perspective, the indicated categories are the relevant distinctions for filtering the group of interest to ask the questions on incorporation.

<p>5. An international organization or a foreign embassy →B7a</p>	
<p>B5: Is (your business/the business or farm where you work) ...? 1. An incorporated company ([e.g. Ltd, co., ...]) →B7a 2. An independent, personal or family (business/farm) 9. DON'T KNOW</p>	<p>Essential Business incorporation</p>
<p>B6.¹⁴ Is the (business/farm) where you work registered (in/with) [NATIONAL BUSINESS REGISTER OR RESPONSIBLE AGENCY]? 1. YES 2. NO 9. DON'T KNOW</p>	<p>Essential As proxy information to support identification of employment in unincorporated household market enterprises</p>
<p>B7a. What is the name of (your business/the place where you work)? NAME: _____ <input type="checkbox"/> WITHOUT NAME</p>	<p>Essential Industry of establishment</p>
<p>B7b.¹⁵ What is the main activity of the place where you work? <i>(Write the type of establishment and main products or services provided –e.g., Restaurant serving meals, Street-stall selling fruit; Taxi bike transporting passengers; Farm growing maize & raising cattle)</i> ESTABLISHMENT TYPE: _____ MAIN GOODS/SERVICES: _____</p>	<p>Essential Industry of establishment</p>
<p>B8. In this (job /business) do you work...? 1. Full-time 2. Part-time</p>	<p>Optional Self-perceived full-time / part-time status</p>

¹⁴ The fact that most farms will not be registered poses in general a problem for the treatment of farms and the issue with trying to get information to identify unincorporated household market enterprises in a household survey. Therefore, question B6 under section B can only be adapted further with a particular national context in mind.

¹⁵ ISIC should be used for coding the answers.

<p>B9. How many hours per week do you usually work in your (main/other) job?</p> <ol style="list-style-type: none"> 1. Number of hours (specify): _____ 2. Hours vary 9. DON'T KNOW 	<p>Optional Hours usually worked</p>
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SECTION C: Main activity status as self-perceived

<p>For all persons aged N+</p>	
<p>C1. Which of the following best describes what you are doing at present..?</p> <ol style="list-style-type: none"> 1. Working (for pay/to generate an income) 2. Taking care of the home or family 3. Studying 4. Doing an unpaid apprenticeship, internship 5. [Farming or fishing to produce food for the family] 6. Looking for work 7. [Doing military or civilian service] 8. Doing unpaid voluntary, community, charity work 9. Retired, pensioner 10. With a long term illness, injury, disability 11. OTHER (specify: _____) <p style="text-align: center;">END OF MODULE</p>	<p>Optional Main activity status</p>

ALTERNATIVE MODEL FOR SECTION A: OWN-ACCOUNT AGRICULTURE WORK START

For countries where small-scale family farms and fishing activities are prevalent.

	NOTES
<p>A1. Last week, from (DAY) to (DAY), did you do any of the following activities on your own-account or help the family with..? <i>READ AND MARK ALL THAT APPLY</i></p> <ol style="list-style-type: none"> 1. Farming or growing food in a plot or kitchen garden 2. Raising or tending farm animals [3. Fishing, fish farming, collecting shellfish] [4. Hunting or gathering wild foodstuff] <p>IF NO TO ALL → A4, ELSE CONTINUE</p>	<p>Essential To capture all persons working in own-account agriculture activities</p>
<p>A2. Are the farming, animal [or fishing] products that you worked on intended...?</p> <ol style="list-style-type: none"> 1. Only for sale → B1 2. Mainly for sale → B1 3. Mainly for family consumption 4. Only for family consumption 	<p>Essential To distinguish employment in agriculture from own-use production in agriculture</p>
<p>A3. What are the main products/animals that you are working on? (<i>WRITE MAIN GOODS –e.g. [maize, rice, apples, oranges, cattle, sheep, fresh water fish...]</i>)</p> <p>_____</p>	<p>Essential To assign ICATUS code 21, to code occupation and industry for own-use producers in agriculture</p>
<p>A3b. Last week, how many hours did you work in these farming or fishing activities?</p>	<p>Optional</p>
<p>A4.¹⁶ Last week, did you ...?</p> <ol style="list-style-type: none"> 1. Do any (other) work for pay or in a business activity? → B1 2. Do any activity to generate an income, even for 1 hour (e.g. [casual work, odd jobs, make things to sell, provide services for pay,...]) → B1 3. Help without pay in a family business → B1 4. Did not do any income generating activity, not even for 1 hour. 	<p>Essential Part of sequence to identify the employed</p>
<p>A5a. Even though you did not work, last week, did you have a paid job (or income generating activity) or business to which you expect to return?</p> <ol style="list-style-type: none"> 1. YES 2. NO → A6 	<p>Essential Part of sequence to identify the employed</p>
<p>A5b. Why did you not work last week?</p> <ol style="list-style-type: none"> 1. WORKING-TIME ARRANGEMENTS, NATURE OF WORK, COMPENSATION FOR OVERTIME → B1 	<p>Essential Part of sequence to identify the employed</p>

¹⁶ Category 2 is a recovery for person who do not consider what they are doing as a work for pay or a business, which is relatively common, and therefore, alternative terms should be used to recover cases.

<ol style="list-style-type: none"> 2. VACATION, HOLIDAYS → B1 3. OWN ILLNESS, INJURY, ACCIDENT → B1 4. MATERNITY, PATERNITY LEAVE → B1 5. LOW OR OFF SEASON 6. WORK-RELATED REASONS (DISPUTE, LAY-OFF, WORK BREAK) 7. OTHER REASONS (SPECIFY): _____ 	
<p>A5c. Including the time that you have been absent, will you return to that same job or business in 3 months or less?</p> <ol style="list-style-type: none"> 1. YES → B1 2. NO 	<p>Essential</p>
<p>A6. In the last 4 weeks, from [DATE] up to [DAY last week], did you look for a paid job or try to start a business</p> <ol style="list-style-type: none"> 1. YES 2. NO 	<p>Optional Part of sequence to identify the unemployed</p>
<p>A7. If a job or business opportunity became available, could you start working [last week/within the next two weeks]</p> <ol style="list-style-type: none"> 1. YES → C1 2. NO → C1 	<p>Optional Part of sequence to identify the unemployed</p>

DRAFT

SECTION D: Questions asked during and after the DIARY

- To link diary information on employment and own-use production of goods to the relevant information captured in the background questionnaire
- The wording will require adaptation depending on the data collection mode (PAPI, CATI, CAPI or CAWI/App)¹⁷

Clarifying questions, asked during diary	NOTES
<p>D1. [If “working” is reported in the diary, but respondent has been classified as not employed]: I need to verify some information with you. I recorded earlier that you do not own either a business or a farm, that you did not do any work for pay in the last week, and that you did not have a job, including a job from which you were absent. Is this correct?</p> <ol style="list-style-type: none"> 1. YES → Continue with diary 2. NO → Correct responses to relevant labour force questions 	<p>This clarifying question would pop-up when the inconsistency occurs.</p>
<p>D2. [If a multiple jobholder reports working, but does not specify at which job]: Was that for your main job or your other job?</p>	<p>To link diary responses to specific jobs.</p>
<p>Summary questions, asked after completion of the diary, to learn more about specific activities:</p>	<p>Useful for identifying and coding activities done for pay or profit.</p>
<p>SUM1. [For employed respondents]: You said you were working from [start and stop time for diary reports of working associated with the main/only job] [at your main job]. Were there any [other] activities that were done as part of your [main] job or business? Please do not include getting ready for work or commuting.</p>	<p>If diary does not include a report of working associated with the main/only job, skip the first sentence. If needed, review or show reported diary activities.</p>
<p>SUM2. [For respondents with more than one job]: You said you were working at your other job from [start and stop time for diary reports of working associated with a second job]. Were there any [other] activities that were done as part of your other job or business?</p>	<p>If diary does not include a report of working associated with a second job, skip the first sentence. Repeat and tweak the question to ask about work for each of the respondent’s jobs/businesses.</p>
<p>SUM3. [Asked of respondents with own-account farming/fishing] Were there any activities done as part of your (own/household/family) farm/fishing activities? Which ones?</p>	
<p>SUM4. [Asked of all respondents]: Were there any [other] activities that you were paid for or will be paid for?</p>	

¹⁷ PAPI= Paper and Pencil Interview; CATI = Computer Assisted Telephone Interview; CAPI = Computer Assisted Personal Interview; CAWI = Computer Assisted Web Interview.