

Minimum Harmonized Instrument for the Production of Time-Use Statistics*

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* This document has not been formally edited.

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Table of Acronyms

Acronym	Definition
ATUS	American Time-use Survey
CAPA	Computer Assisted Personal Agenda
CAPI	Computer Assisted Personal Interview
CATI	Computer Assisted Telephone Interview
CAWI	Computer Assisted Web Interview
DIPA	Data Protection Impact Assessment
EG	Expert Group on Innovative and Effective Ways to Collect Time-use Statistics
ESM	Experience Sampling Method
EU	European Union
GDP	Gross Domestic Product
GDPR	General Data Protection Regulation, European Union
GPS	Global Positioning System
GSBPM	Generic Statistical Business Process Model
GSS	General Social Survey, Statistics Canada
HETUS	Harmonized European Time-use Surveys
ICATUS	International Classification of Activity for Time-use Statistics
ICLS	International Conference on Labour Statistics
ICR	Intelligent Character Recognition
ICT	Information and communication technology
ILO	International Labour Organization
IVR	Interactive Voice Response
LFS	Labour Force Survey
MHI	Minimum Harmonized Instrument
NSO	National Statistical Organization
NTTA	National Time Transfer Accounting
OMR	Optical Mark Recognition
PAPI	Paper and Pencil Interviewing
PC	Personal Computer
RCD	Responsive Collection Design
SAPA	Smart phone Assisted Personal Agenda
SDG	Sustainable Development Goals
SMS	Short Message Service
SNA	System of National Accounts
TUS	Time-use Survey
UNSD	United Nations Statistical Division
UNECE	United Nations Economic Commission for Europe
UNECLAC	United Nations Economic Commission for Latin America and the Caribbean
UN Women	United Nations Entity for Gender Equality and the Empowerment of Women

1. Background

Member States at the 48th and 50th sessions of the UN Statistical Commission endorsed the International Classification of Activities for Time-Use Statistics (ICATUS 2016)² and supported the development of methodological guidelines on how to operationalize the classification to produce internationally comparable time-use data, using the latest technologies, in support of SDG monitoring.³ In response to this request, since 2018, the United Nations Statistics Division and the *Expert Group on Innovative and Effective Ways to Collect Time-Use Statistics* (hereafter, *EG*) have been working towards the implementation of ICATUS 2016 and the development of a light survey instrument to promote these critical data collections across countries and over time. This instrument will contribute to the updating of the *Guide to Producing Statistics on Time-Use: Measuring Paid and Unpaid Work* (hereafter referred to as the *Guide*).⁴

To date, the *EG* has been working on selected priority components of the *Guide*, including this on a minimum or light survey instrument for the production of time-use statistics that, once finalized, will be at the core of the revised *Guide*. Other priority components include quality considerations for time-use surveys⁵ and guidance on modernization of time-use data production.⁶ Finally, additional related outputs developed by the *EG* are available at <https://unstats.un.org/unsd/demographic-social/time-use/time-use-expert-group/>.

This report proposes the minimum set of background questions as well as a minimum list of daily activities for the collection of time-use data, including for the measurement of SDG indicator 5.4.1, in line with ICATUS 2016 and other international standards.⁷ **The proposed Instrument is aiming to harmonize time-use statistics across countries by promoting a “minimum” set of requirements. The instrument can be used by national statistical offices in the proposed format, or it can be considered as the basis for the design of a more detailed time-use data collection using either diaries or stylized questions. The minimum harmonized instrument has been designed for digital data collection.**

² See <https://unstats.un.org/unsd/gender/timeuse/23012019%20ICATUS.pdf>

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 Available at https://unstats.un.org/unsd/publication/seriesf/seriesf_93e.pdf

⁵ See the report *Quality Considerations for Time-use Surveys*, prepared by the Expert Group and available online as a background document to the Secretary General’s report on gender statistics at <https://unstats.un.org/unsd/statcom/53rd-session/>

⁶ See the report *Modernization of the Production of Time-use Statistics*, prepared by the Expert Group and available online as a background document to the Secretary General’s report on gender statistics at <https://unstats.un.org/unsd/statcom/53rd-session/>

⁷ See <https://unstats.un.org/unsd/gender/timeuse/23012019%20ICATUS.pdf>

Rationale for time-use surveys

The value of time-use data is increasingly acknowledged, particularly for measuring unpaid household service work, well-being and gender equality. Time-use data are also critical to guiding policies and research related to changing work practices, commuting and transportation, as well as education, health, culture, environment and sports.⁸ Therefore, time-use data analysis is fundamental for the design, implementation, monitoring and evaluation of a broad range of public policies, including those called for to achieve the Sustainable Development Goals set out in the 2030 Agenda for Sustainable Development. In particular, time-use data are necessary and the direct input for indicator 5.4.1 (proportion of time spent on unpaid domestic and care work, by sex, age and location), which is critical to assessing progress towards gender equality.⁹ Indeed, time-use data are essential to measuring the participation of women and men in unpaid work and their contribution to the economy, while also providing the evidence needed for monitoring many other Sustainable Development Goals and targets.¹⁰ Time-use data are also important components for the measurement of quality of life, an area of high policy attention, particularly in the context of accounting for people's well-being to complement the measurement of economic performance, beyond gross domestic product.¹¹ In addition, it is expected that, as part of the update of the 2008 System of National Accounts,¹² additional "extended accounts" will be included for improved monitoring and analysis of well-being, including measures of unpaid household work.

Daily time-use data describe daily life in terms of activity performed and its contexts. Time reported for a survey period (a day or multiple days) on a set of activities is known as a time budget. The time budget can be considered a macro indicator because it amalgamates activity episodes across the day into general activity categories and is usually reported as population averages.

The micro version of time-use data is the activity episode sequence as gathered by diary survey instruments. The record of beginning and ending times measures the length of every episode and treating episodes as survey records permits easy designation of activity contexts and of secondary activity. This episode file then generates the time budget file by aggregating episodes

⁸ Economic Commission for Europe (ECE), Guidelines for Harmonizing Time-Use Surveys (Geneva, 2013). Available at <https://unece.org/info/Statistics/pub/21855>.

⁹ On an average day, women spend about three times as many hours on unpaid domestic work and care work as men (<https://worlds-women-2020-data-undesa.hub.arcgis.com/apps/time-spent-inunpaid-work-total-work-burden-and-work-life-balance/explore>). Global indicator 5.4.1 (proportion of time spent on unpaid domestic and care work, by sex, age and location) is used to measure and monitor progress towards better distribution of unpaid work between women and men.

¹⁰ See the background document presented at the fifty-first session of the Commission, available at <https://unstats.un.org/unsd/statcom/51st-session/documents/BG-Item3m-PolicyRelevance-E.pdf>.

¹¹ Joseph E. Stiglitz, Amartya Sen and Jean-Paul Fitoussi, Report by the Commission on the Measurement of Economic Performance and Social Progress (2009); see also A/75/982.

¹² See <https://unstats.un.org/unsd/nationalaccount/towards2025.asp>.

of each activity into respondent totals for each activity. The episode files themselves illustrate the timing of activity (AM versus PM), continuity (short versus long episodes), and transition of events from one to another as they play out during the day for every respondent.

Episode data illustrate the ebb and flow of daily activity, such as the reduction of work and play at meal times, and the shifting of timing of peak activity from weekdays to weekends. Episode sequence files can also be clustered to identify persons with similar routines. Workers and students are easily identified and are further distinguished according to the timing and location of non-work, non-study activities. Transportation engineers recognize that activity participation and geographic locations of residences, jobs and services are the foundation of travel demand. More recently, policies implementing home delivery of health care services are finding that timing and duration of service provider visits can be either well suited to the needs of patients or may significantly interfere with normal daily routines.

Time-use data, suitably augmented by socio-demographic characteristics have innumerable applications in the identification of behavioural patterns and in policy development in response to social problems.

Options for time-use data collection

National statistical organizations gather time-use data using instruments employing either diaries or sets of stylized questions. Both modes collect a range of background characteristics of respondents. The diary format asks respondents to recall the starting and ending times of events of the reference period (usually a day or days) or to record events during a future reference period. This creates a micro-dataset of activity episodes and aggregation of the episode file generates the macro time budget dataset. The alternative is to ask respondents to report or estimate the amount of time they spent on a list of activities during the reference period. This produces the time budgets directly but lacks the details of activity timing and transition. The Minimum Harmonized Instrument is designed to accommodate both options.

Time-use surveys may be dedicated programs, may be incorporated as modules within larger social data collection programs, or may use a large national survey as a sample frame from which to extract a random sample, already containing background data. The Expert Group report on *Quality Considerations for Time-use Surveys* examines these questions in detail. However, impacts of dedicated surveys versus incorporation on the sequencing and placement of questions about respondent characteristics will be discussed here.

2. Minimum variables to be collected as background characteristics in time-use surveys

The collection of time-use data by diary or by stylized questions should be accompanied by selected background characteristics of the respondents and their households.¹³ This section introduces priority variables to be included as background and suggests how they should be selected and where they can be placed in survey instruments. It also deals with the timing between collection of background data and the activity survey and gives some guidance on question design.

Background characteristics such as the sex and age of respondents, and their household composition, are critical to support the analysis, interpretation and uses of time-use data, including from a gender lens. They may also be necessary to select those respondents eligible to complete the time-use data component of the survey (e.g. persons aged 15 years and older), and may serve to optimize and enhance the collection of time-use data by introducing quality checks or by linking information such as unpaid care time with children listed in the household roster. Background information can also aid validation and quality assessment of the time-use data.

2.1 Priority background characteristics

The minimum set of background characteristics for households and individuals recommended for inclusion with time-use data collection is listed in Table 1. The table also contains suggestions for other characteristics which may be critical depending on national context. Together these data are considered high priority for time-use analysis.

In deciding which background characteristics to capture, it is important to consider their relevance to support the analysis, interpretation and intended policy uses of the time-use data, the national context, and the characteristics of the survey, particularly its coverage, sample design and size, and expected survey interview duration. Careful consideration of these aspects will greatly contribute to the overall quality and relevance of time-use data.

Table 1. Priority background characteristics for time-use data collection

<i>Minimum</i>	
<i>Household level</i>	<i>All persons eligible as time-use respondents</i>
<ul style="list-style-type: none">• Household size• Household composition: classification based on age and sex	<ul style="list-style-type: none">• Age• Sex• Marital status*

¹³ United Nations (2004). *Guide to Producing Statistics on Time-use: Measuring Paid and Unpaid work*. pp. 44-47. New York: United Nations

<ul style="list-style-type: none"> • Place of residence (urban/rural) • Household income 	<ul style="list-style-type: none"> • Educational attainment* • Current school attendance (and grade*) • Current employment status* • Labour force status * • Labour force status of spouse/partner*
<i>Additional as relevant in national context</i>	
<ul style="list-style-type: none"> • Access and use of care services • Presence of persons requiring help with activities of daily living • Access to utilities • Household wealth 	<ul style="list-style-type: none"> • Disability status* • Race / ethnicity • General health status • Access to time-keeping devices*

** only individuals selected as respondents*

2.2 Selection of priority background characteristics

At a minimum, the background characteristics should include both personal and household-level information needed for basic analysis of time-use and activity patterns and data quality consideration, including for respondent selection.

Minimum individual data

For all persons eligible to provide time-use data, their sex, age, and relationship to each household member must be collected. This provides data required to create a respondent selection grid if necessary. For the respondent, additional data are: marital status, level of educational attainment, current school attendance and grade or current labour force status, labour force status of their spouse or partner.

Minimum household data

Household-level information should include the household size and composition, covering sex, and age of all household members. In addition, information on place of residence (urban/ rural), and household income are necessary.

Additional data depending on national context

Depending on the national context, supplemental household information may be required on access and use of care services, presence of members requiring help with activities of daily living, access to public services or utilities or measurement of household wealth. Public service questions may focus on access to electricity, indoor plumbing, or public transportation. Household wealth questions may include ownership of labour-saving technologies such as a laundry machine, dishwasher, or other assets. Such information can importantly enhance the analysis of time spent in unpaid domestic and care work, a primary objective of time-use data

collection, as well as contribute to policies on care work and time poverty, among others. However, the relevance of including these topics will depend on their prevalence in the national context. Where there are important gaps in data on public services or household wealth for the general population or among priority groups (e.g. rural population, low-income households, single parent households, etc.), their inclusion as part of the minimum set of background characteristics is recommended.

In the case of characteristics deemed important but with low prevalence in the population or concentrated in certain geographic regions or among difficult to reach groups, it will be necessary to assess whether or not the survey can support disaggregation to enable robust subgroup estimation and/or analysis with sufficient level of precision. Only those background characteristics identified as relevant to meet user demands that the survey can capture with sufficient precision should be considered for inclusion.

Users' needs and data quality concerns should guide the choice of additional background characteristics to include, if any. For example, to support analysis of unpaid domestic and care work, information on access to and use of care services may also be considered. This includes public, private or community services that may be used to substitute for the unpaid labour of household members, such as childcare centers, nursing care, domestic workers, nannies, etc. A general measure of self-perceived health may be included to support basic analysis of health status on daily activity participation. This may be of particular importance in aging societies where age-related declines in population health (and associated care needs) require monitoring over the medium to long term. As part of quality control mechanisms, capturing basic information on the use of time-keeping devices may also be considered, particularly in contexts where the rhythms of daily life are less regulated by "clock-oriented" time for a significant part of the population.

In all cases, to ensure that the quality of the time-use data is not impacted by respondent burden, the number of background characteristics to be included should be limited to the extent possible.

2.3 Placement of priority background characteristics

The placement of the selected background characteristics in the survey can importantly impact the quality of the time-use data. Background characteristics may be collected in the household roster, in a section on housing characteristics, or in an individual background questionnaire. The household roster is best suited to capture essential background characteristics needed for all household members. An individual background questionnaire would be the most efficient to capture essential background characteristics needed only for respondents completing the time-use data component.

The options of where to capture this information, however, may vary depending on whether the survey is a fully independent and dedicated time-use survey, a dedicated time-use survey with a

sample or panel selected from an existing household survey, or a set of questions attached to another parent survey. Whether as part of the household roster or in an individual background questionnaire, these characteristics are generally best captured before the time-use data component. This will enable their use to select eligible respondents for the time-use questions, and to optimize the application of the time-use component, for example, by enabling the introduction of selected data quality checks, dependent interviewing, support coding, etc.

Other essential household level characteristics such as a measure of household income or household wealth are best placed in a section on housing characteristics or household sources of livelihood asked only to a household reference person. To the extent possible, and to minimize potential impacts on the quality of the time-use data, it is recommended that detailed questions on household wealth, if included, be placed towards the end of the survey, after the time-use data component.

2.4 Period of data collection of background characteristics

To serve in the analysis of time-use and activity patterns, it is important that the essential background characteristics be collected at the same time as the time-use data itself or as close as possible. This will serve to ensure the background information refers as much as possible to the respondents' situation around the time when their time-use is also being captured. In cases where the sample for the time-use survey has been selected from another household survey, it may be important to re-administer or confirm responses to some of the essential background characteristics to ensure these are up-to-date. This is particularly the case for characteristics likely to change over time, such as the household composition, marital status, current school attendance, and the current labour force status and essential job characteristics of respondents and their spouses.

2.5 Question design to capture background characteristics

Demography

Most of the background characteristics identified as priority for inclusion with time-use data collections are generally included in major national household surveys. To promote coherence across sources, countries should endeavor to use the same set of questions to capture these essential background characteristics on a consistent basis across all major national household surveys. To take account of accumulated good practice and support international comparisons, the questions should be aligned with the latest internationally agreed concepts, definitions, classifications and operational guidance, as relevant for the measurement of these topics as background characteristics.

Labour force characteristics¹⁴

The Expert Group, with direct guidance of its ILO members, initially focused on the operationalization and coding of activities under ICATUS 2016 major divisions one (Employment and related activities) and two (Production of goods for own final use). It identified “essential” economic characteristics of respondents to be captured during a time-use data collection to facilitate the correct coding of the activities, and “optional” characteristics to enrich the analysis of time-use data. Model questions and sequences to capture those characteristics are provided as illustration in the annexes one and two and are aligned with ILO recommendations to capture employment and production of goods for own final use as defined in the 19th International Conference of Labour Statisticians resolution 1 concerning “statistics of work, employment and labour underutilization”.¹⁵ 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.

Labour force characteristics of respondents 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, or other jobs as relevant:¹⁶
 - 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:

- 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

¹⁴ For additional information, please see <https://unstats.un.org/unsd/statcom/51st-session/documents/BG-Item3m-MinimumHarmonizedInstrument-E.pdf> (Annex).

¹⁵ https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/normativeinstrument/wcms_230304.pdf

¹⁶ Some of these characteristics could be derived in countries, when linked with tax data.

husbandry and fishing

- Main products from farming, animal husbandry and fishing

3. Quality issues in time-use data collection

The Expert Group report, *Quality Considerations for Time-use Surveys*, available online on the UN Statistical Commission portal,¹⁷ provides guidance on a number of survey data quality dimensions for time-use data collection in general. These include: survey planning and management, diary design, activities and context, data processing, data dissemination, and activity classification. Some of these topics are discussed in this report in the context of the minimum standard necessary to be consistent with current international practices.

4. Technology use to improve overall data quality, and time-use data collection

The Expert Group report, *Modernization of the Production of Time-use Statistics*, available online on the UN Statistical Commission portal,¹⁸ provides background on application of information and communication technology (ICT) to time-use survey programs. Readers should consult that document for details. Collecting time-use data has traditionally been achieved through two main approaches: recall interviews by an interviewer; and self-reporting by respondent. Both of the survey options can benefit from the use of modern technologies resulting in more effective and cost-efficient collection of time-use data. In practical terms, most national time-use survey programs are tailored to the specific capabilities of their populations and sub-populations and employ mixed modes data collections and more than one technology.

Computer Assisted Web Interview (CAWI) in time-use surveys is an internet surveying technique where the respondent follows on-screen questions and complete the time diary. Using similar notification strategies as other modes, participants are informed about the survey, and along with it the web link to access the web application and instructions on its use. The same application can be used with slight modification in a Computer Assisted Telephone Interview (CATI) setting, where interviewers will ask the questions to the respondents.

In general, the use of devices to collect time-use data can help bridge the time gap between data collection and reporting phase by automatically uploading the data to the server when it is in network and eliminating the additional digitization process as in Paper Assisted Personal Interview (PAPI) approach. The automation of post interview processes, like processing,

¹⁷ <https://unstats.un.org/unsd/statcom/53rd-session/>

¹⁸ <https://unstats.un.org/unsd/statcom/53rd-session/>

cleaning, and digitization of data, reduces the cost of the operation. Minimum paradata requirements for time-use data (including day and date of interviews, data entry time, designated day etc.) are discussed in the quality guidelines.

5. Minimum Activity List

This section reports the consensus on the content of the minimum activity list included in the Minimum Harmonized Instrument. The minimum list is an abridged classification system of 25 activities based on ICATUS 2016. Further, annex 4 compares and promotes standardization between ICATUS and the Harmonized European Time-Use Surveys (HETUS), to facilitate the adoption of the minimum harmonized instrument across countries.

The diary and stylized question survey options, described below, employ the minimum list developed by the *Expert Group on Innovative and Effective Ways to Collect Time-Use Statistics* and presented to the United Nations Statistical Commission in March 2020¹⁹, and available in Annex 1.

5.1 Minimum Harmonized Instrument Activities

Table 2 describes the 25 categories of the proposed light Minimum Harmonized Instrument using common language suitable for digital diary application. Countries may amend these examples to conform to national practices. The list is exhaustive, allowing all activities that a person can undertake in a day including “other” to account for activities not listed and “unknown” responses.

Table 2: Minimum Harmonized Instrument Activity Categories	
1	working for pay or doing activities to generate an income for yourself or your family
2	unpaid activities done to produce goods for use by your household or family
3	helping neighbours, friends, or others without receiving payment
4	cooking, preparing or heating meals, setting up or clearing the table or washing the dishes
5	cleaning the inside or outside of the dwelling; disposal of garbage or recycling, watering plants
6	making minor repairs to the dwelling, repairing or maintaining furniture, appliances, or household vehicles
7	washing, ironing, hanging clothes to dry, mending clothes or cleaning footwear
8	budgeting, paying bills, organizing or planning household-related activities or completing administrative forms such as passports, contracts, applications, or collecting social program benefits
9	taking care of a family pet, feeding, bathing, taking them for walks, cleaning their space or using veterinary or pet services

¹⁹ See <https://unstats.un.org/unsd/statcom/51st-session/documents/BG-Item3m-MinimumHarmonizedInstrument-E.pdf>

10	buying household supplies, food, or clothing for family members, when done in person or online
11	taking care of children in your household or family by feeding, dressing, putting to bed, talking, playing, assisting or supervising homework or school activity, accompanying to appointments, providing healthcare
12	taking care of adults in your household or family by feeding, bathing, dressing, putting to bed, talking, listening, providing or planning for health care services or helping with personal business management
13	education, attending classes or courses onsite or online, or education-related assignments, homework
14	getting together with others for social purposes, talking, chatting, writing or reading personal emails or texts
15	joining in community festivities or events, attending civil obligations, or participating in religious celebrations or practices
16	attending cultural, entertainment or sports events
17	participating hobbies such as painting, music, or photography, playing games, or relaxing
18	participating in a sport or exercise
19	reading for leisure (e.g. newspapers, books, e-books, social media, magazines)
20	watching TV, listening to radio or streaming
21	sleeping
22	eating or drinking
23	own personal hygiene such as showering, getting dressed, getting a haircut or personal health care like resting, being sick or visiting doctors or specialists
24	traveling to and from places
25	other (activities not listed or unknown)

The table in Annex 1 gives the *EG* definitions of the minimum activity list in terms of ICATUS 2016 categories, provides examples of activities for each class and suggests contextual dimensions that may be appropriate if a diary instrument is used. The Annex also offers suggestions for supplementary probing questions for a number of categories.

The choice to use a diary or stylized questions may be dictated by the objectives of the data collection or based on possible recall difficulty. If all days of the week cannot be represented or mechanisms are not in place to allow such a distribution, using a stylized questionnaire may be more appropriate as the results obtained do not need to refer to a specific day. The *Quality Considerations*²⁰ report covers the topic of daily and seasonal sampling in more detail.

Section 6 and Annex 2 discuss the use of the Minimum Harmonized Instrument with the diary survey option. Section 7 and Annex 3 discuss implementation using the stylized questionnaire option.

5.2 Recommendations to promote international comparability, using the diary or stylized questions formats

a. Target population

²⁰ See background documents related to the Secretary General’s Report on Gender Statistics, available online at <https://unstats.un.org/unsd/statcom/53rd-session/>

It is suggested that the target population of time-use data collections be consistent with the recommendations on measuring labour force, therefore a minimum requirement for harmonization purposes is to include all persons of working age (i.e., aged 15 or more). However, NSOs should determine the target population based on their country's needs and standards.

b. Definition of children and adults

In line with the Convention on the Rights of the child, every human being below the age of eighteen years is considered a child. In this report, the care receiving population, in the context of time-use data collection, is classified in two groups: (a) children and adolescents (up to 18 years old), and (b) adults (18 years and over). However, NSOs may follow other criteria to define the care receiving population, to ensure consistency with other surveys and/or to respond to national policy requirements. It is recommended for NSOs to clarify and include in their reports the definition of children and of adults adopted in their data collection, using either diaries or a stylized questionnaire.

c. Definition of family members

Under the proposed minimum list of activities, and in line with ICATUS 2016 and the 19th International Conference of Labour Statisticians, the provision of unpaid services for household members or for family members living in another household are grouped together. However, data collection should allow to separately identify activities done for own household, and activities done for family living in other households. When using diaries, this is achieved through contextual variables. The reference concept “family living in other households” would need to be defined at the national level.

d. Travel and waiting time

The minimum list of activities proposes one category for travel (code MHI 24). Information on waiting time is to be included for all relevant activities. Since this proposal aims to establish a minimum scenario, waiting time should not be recorded separately but should be added to the time spent on the activity associated with waiting.

e. Volunteering²¹

Time spent in volunteer activities is collected through one activity (MHI 3, helping neighbours etc.) in the diary format of the minimum instrument to have an exhaustive collection of time use data. The model diary question in Annex 2 proposes a recipient list for volunteering in the “For Whom” context variable to assist respondent recall. In the stylized question format a section in the survey covers volunteering (Annex 3, Section F).

²¹ The Expert Group agreed that although volunteering is a less common activity, it should also be included as one activity in the minimum list (https://unstats.un.org/unsd/demographic-social/meetings/2019/newyork-egm-tus-nov/3rd_EGM-Conclusions_and_recommendations-FINAL%20posted.pdf). When countries need to better characterize these activities, the use of additional questions about respondents' volunteer work during a prescribed time, such as during the past year, should be used.

6. Light Diary Survey Option

6.1 Digital application of the light diary

As one of the objectives of the Minimum Harmonized Instrument is to reduce response burden and processing time, the following guidance is provided for the use of a digital light diary instrument where verbatim answers from respondents in an interviewer-assisted setting would be automatically mapped into corresponding ICATUS 2016 one- or two- digit level codes and where drop-down menus containing appropriate wording to describe the minimum list of activities would be used in a self-completion instrument. Annex 2 contains a set of model diary questions for recording the primary activity, activity contexts, and secondary activities.

6.2 Reporting activity context

Certain contextual information associated with each activity episode is considered the minimal requirement to properly code an activity or fulfill analytical needs using pre-defined categories. These requirements are highlighted in section H paragraph 58 of the ICATUS 2016 publication.²²

The contextual variable “location” is defined as “where the activity occurred” and should be included for every activity episode (*Guide*, p. 38). It facilitates recall and supports important areas of analysis such as spatial mobility, social integration and isolation, and accessibility of utilities, services and infrastructure. It can also aid quality checks by imposing checks on activities that succeed one another. Location is given as a generic description of where respondents are (home, non-home workplace, school, etc.). If they are travelling, location is defined in terms of how they are travelling (car, walking, bus).

The contextual variable “for whom” proxies for purpose or motivation (*Guide*, p. 40). It plays a key role in distinguishing between different forms of work and should distinguish among:

- For paid job or own or family business
- For use by o household member(s)
- For use by family members residing elsewhere
- For use by others

The category “for paid job / own or family business” is particularly relevant to correctly code small-scale self-employment activities and casual jobs that may not be spontaneously reported as such.

²² <https://unstats.un.org/unsd/gender/timeuse/23012019%20ICATUS.pdf>

The contextual variable “with whom” records social contact (*Guide*, p. 39) and is used as a strategy to improve recording of passive care (UNECE 2013:17).²³ As such, it is recommended for inclusion with all activities, except sleeping. Its inclusion alone, however, does not guarantee full measurement of passive care. For this purpose, it is recommended to combine the use of the contextual variable “with whom” with other techniques, as described below.

The contextual variable that indicates use of information and communication technology (Use of ICT) performs an important role in assessing the impact of the diffusion of information and communication technologies on time allocations, work-life balance, and mobility, as well as broader dimensions of social change (*Guide*, p. 42, UNECE 2013: 27). It is recommended for inclusion with selected activity domains.

6.3 Reporting activities that were undertaken using an electronic device

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

The Expert Group agreed that activities should be classified according to the activity (or purpose) for which time is spent. For example, if a person is shopping via social media, the activity should be classified as shopping with a checkmark in the ICT contextual variable. Other examples of classification of activities when activities are performed using ICT are shown in Table 3.

Table 3: Interpretation of sample ICT-reported activity	
Reported ICT activity	Minimum Activity List
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 project	Education
Browsing pages looking for school uniforms for my kids	Shopping for own household and family
Texting with husband on cellphone	Socializing and communication
Looking for a job online	Other

²³ UNECE Guidelines for Harmonizing Time-use Surveys, 2013 (<https://unece.org/info/Statistics/pub/21855>)

6.4 Collection of at least one simultaneous secondary activity

In addition to the main activity, a simultaneous or secondary activity should be collected, if possible, when the diary format is adopted. When time-use data are collected in support of gender equality policies or studies or other topics dependent on measurement of unpaid domestic and care work, the collection of at least one simultaneous secondary activity is necessary.

The simultaneous or secondary activity is an activity carried out within the same episode as the main activity. The respondent may consider the secondary activity as requiring less attention than the primary activity. As is for the case of contextual variables, identification of secondary activity is possible only with diary instruments.

Although it adds to the respondent's burden, the collection of secondary activities in a time-use diary enhances the accuracy and completeness of the data. The collection of secondary activities can help to identify specific types of activities, especially routine domestic and care work that otherwise may not be reported or would typically be underestimated if only primary activities were covered. Options for collection are to use a secondary activity diary field, to use summary probing questions, and to infer a secondary activity based on the "for whom" and "with whom" context data.

The diary instrument should collect secondary activity data about each activity episode reported in the diary. In principle the instrument may offer the full minimum list introduced above as secondary activities. However, the subset of activities included in Table 3, part of the minimum list, provides the respondent or interviewer with fewer options and a shorter survey time. The proposed set of activities focuses on recording unpaid domestic and care work and eating, which are both often underreported, but other subsets or groupings may be used for other purposes.²⁴

Table 3 – Example abridged secondary activity list

Activity description	Minimum List Number
<ul style="list-style-type: none">• Laundry, mending clothes	MHI7
<ul style="list-style-type: none">• Managing own household, budgeting, planning or paying bills	MHI8
<ul style="list-style-type: none">• Taking care of pet, feeding, letting in or out	MHI9
<ul style="list-style-type: none">• Childcare, such as supervising, minding, helping with homework	MHI11

²⁴ For instance, eating and travel are often omitted. Respondents should be reminded to report secondary activities consistently.

<ul style="list-style-type: none"> • Adult care, such as supervising medication consumption or treatment 	MHI12
<ul style="list-style-type: none"> • Eating or drinking 	MHI22

Frequently, a respondent may be engaged in an activity for a long interval of time but will not report this consistently in the diary. For example, childcare may take place throughout the whole day while the respondent is engaged in various other specific activities. The other activities might be reported as they occur, but childcare (as secondary activity) is often reported sporadically in the diary (*Guide*, p. 162).

It is recommended that the simultaneous secondary activity be assigned the same episode duration as the main activity. If a simultaneous activity occurs throughout the day, such as passive care or listening to the radio while doing other activities, it should be recorded separately with each new main activity. The forthcoming *Guide* will address the challenges of calculating and tabulating secondary activity data.

Collection of simultaneous/secondary activity will improve reporting of particular activities, but it may still not guarantee comprehensive measurement. For this reason, inclusion of probing questions should also be considered. These additional questions ask respondents to identify episodes during which specific types of activities, such as child care, was also being done. Examples of probing questions are available in Annex 2.

Quality checks for travel and for basic physical needs should also be added and follow up questions asked if, for instance, no eating time is reported. Without such checks, results based on the diary format may diverge from the stylized question format, which systematically asks about all activities. For example, during the 2015 time-use survey in Canada, which did not have any quality checks for eating, 15% of the sample did not report eating as a main activity, 10% only reported eating as a secondary activity and 5% did not report any eating.

7. Set of stylized questions for a minimum instrument to capture time-use²⁵

7.1 Introduction

This section proposes a standard time-use questionnaire employing stylized questions that can be included as part of a specialized time-use survey. To be able to compute appropriate indicators, time-use information needs to be collected with background information, discussed in section 2.

The proposed time-use questionnaire aims to provide guidance for countries collecting time-use data using a modular approach, in which different sections of the survey questionnaire could be adapted for specific policy needs. For example, it is recommended that the stylized questions on time spent in paid work activities be asked immediately after the questions on the economic characteristics of respondents. Note that stylized questions do not support gathering contextual data by activity episode or time in secondary activities. This report does not comment on those issues.

The proposed questionnaire employs the minimum activity list described previously in section 5, with some operational amendments. See Annex 3 for a correspondence table between the minimum list of activities for inclusion in a diary and the stylized questions presented in this section of the report. The minimum list of activities is exhaustive and mutually exclusive, and the time-use questionnaire proposed in Annex 3 has been designed in accordance with these criteria.

The questionnaire proposes one question for each of the 25 recommended activities, except for the activities listed below that were further disaggregated to ensure these are adequately captured through stylized questions. When using a stylized questionnaire, explicit probing for certain activities is necessary to ensure respondents take such activities into consideration in their answers. Probing questions also minimize potential calculation errors in the time reported for activities that are done multiple times throughout a day. In addition, a more detailed disaggregation will ensure good data quality as well as support more detailed analysis to inform relevant policies.

Based on lessons learned in the Latin American and the Caribbean region²⁶ that has extensively used stylized questions to capture information on time-use, the proposed stylized questionnaire (Annex 3) includes a suggestion of wording for questions to capture the activities agreed upon in the minimum list and an ordering of the questions that has proved to be more appropriate to

²⁵ Prepared by Italy ISTAT, México INEGI, ILO Statistics and ECLAC Gender Division (lead author).

²⁶ The present document builds on the discussions of the Working Group for the development of a Methodological Guide on time-use measurements in Latin America and the Caribbean of the Statistical Conference of the Americas of the Economic Commission for Latin America and the Caribbean.

facilitate recall. However, countries should adapt the questionnaire to their cultural and linguistic context. Cognitive tests are also recommended.

Each proposed question includes notes indicating the corresponding ICATUS activities and relevant remarks where necessary. Reference period is either a day or a week, both options are provided but only one should be selected. Coloured text in the Annex contains additional guidance for the interviewer.

Finally, the set of questions proposed include travel and waiting time in the total amount of time for each activity, except for employment and educational related travel where 2 questions were added in modules A and B (see Annex 3). This is in line with ICATUS 2016.

7.2 Operational considerations for the stylized questionnaire approach

The questionnaire presented in this section and Annex 3 provides the option to measure unpaid work for family members living in other households separately from the domestic and care work done for the household members. NSOs should follow the option that ensures consistency with other surveys and/or to respond to national policy requirements.

The discussion of a reference period is not part of the scope of this report, but it is addressed in the *Quality Considerations*²⁷ report. Options for both a day and a week are provided. In the case of a week as a reference period, it is suggested to split the week into weekdays and weekends. This will also require adaptation in different countries depending on the structure of the week.

Reference period a day	Reference period a week
How much time did you spend on it? [] hours and [] minutes	How much time did you spend on it? Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []

Both hours and minutes should be included in each of the time allocation questions. In addition, it is important that interviewers are trained to gather the total time spent in all the episodes of the activity during the reference period.

7.3 Minimum list of activities (amended)

To ensure the proposed stylized questionnaire will provide estimates comparable with those resulting from the use of a diary approach, while guaranteeing high quality of statistics obtained,

²⁷ See background documents related to the Secretary General’s Report on Gender Statistics, available online at <https://unstats.un.org/unsd/statcom/53rd-session/>

two groups of activities, related to care work and production of goods for own final use require additional explanation. Further, stylized questions may contain more or less details than the diary format, as a way to capture contextual information.

a) Care work activities

The unpaid care work activities in the minimum list are organized according to two care-receiving population groups: children and adults.

i) Taking care of own (household or family) child (activity 11 in the minimum list)

Although the minimum list of activities has only one category to include all activities related to unpaid care of children under ICATUS Division 41, these activities are further disaggregated in the stylized questionnaire, based on the type of care.

Therefore, questions for activities regarding provision of care to own (household or family) children is grouped into separate questions to capture

- basic care and support, including activities under ICATUS 411,414,415, and 416;
- health-related care, including activities under ICATUS 412; and
- school-related and education support, including activities under ICATUS 413 and 417.

ii) Taking care of or helping adults (own household or family) (activity 12 in the minimum list)

The minimum list of activities includes all activities falling under ICATUS Division 42 and 43 into activity 12. The proposed set of stylized questions further disaggregate these activities into:

- basic care and support, including activities under ICATUS 421, 424 ,425 ,431, 432;
- health-related care, including activities under ICATUS 422 and 426
- support with administrative errands, including activities under ICATUS 423.

b) Production of goods for own final use

Time spent in activities related to the production of goods for own final use is collected through one question. However, countries where all or some of these activities are prevalent or are particularly important for selected groups of the population (rural population, women, etc.), should consider including an optional module, to be adapted to fit the national context, as presented in Annex 3.

8. Summary of Minimum Harmonized Instrument

The fundamental requirement to comply with the Minimum Harmonized Instrument is to use the minimum activity list or a list that can be aggregated to conform to the minimum list. The survey may use the diary or stylized questions format but must collect data for at least one 24-hour day. Reported time by respondents must be at least 12 hours and, for diaries, contain at least three activity episodes (excluding activity not specified).

The survey should span all or most of a year. Where this is not possible, the recommended season is the one where the activities are the most common for the population. Avoid major holiday periods.

For surveys using the diary format, contextual variables must be collected. The collection of secondary activities is highly recommended (see section 6.4) and is considered essential when the objectives of data collection relate to measuring SDG indicator 5.4. Quantitative and qualitative checks must be included both in interviewer aided and in self reported data collection modes to ensure that negative durations are prevented and to remind respondents of omitted episodes or sequencing errors.

Minimum set of requirements for a time-use survey:

- Use the minimum activity list to collect primary activities, either in diary or stylized questions format, or a list that can be aggregated to correspond to the minimum list.
- A target population is defined and sample is representative of the target
- Select at least one person in household using probability sampling
- Allocated reference days are representative of the days of the week
- Where possible the survey is conducted across a 12-month period.
- Instrument covers at least one 24-hour period
- Instrument includes at least 12 hours of activities, excluding activity not specified
- Diary instrument includes at least 3 activity episodes, excluding activity not specified
- When using diaries, contextual information includes location, with whom, for whom and use of ICT.
- When using diaries, if possible, collect secondary activity, as outlined in section 6.4
- Activity checks must be performed to make sure no essential activities have been omitted, for example “eating”
- When using a stylized questionnaire, interviewer checks or automated calculation must ensure the total number of hours reported does not go over 24 daily hours or 168 weekly hours.

9. Priority areas for further work

While there is wide support for the inclusion of the four contextual variables for primary activity episodes as presented in this report, countries use inconsistent coding schemes. Further work is required to produce guidelines on the minimum content for context response codes to ensure accurate classification and to permit international comparability and harmonisation.

The measurement of passive care was considered by a sub-group of the Expert Group that identified a provisional definition of “supervisory care” as reported in Annex 5. In addition to the definition, progress achieved to date includes a comprehensive review of existing good practice to operationalize its measurement, and recommendations for field testing for validation purposes. The outcomes of this work will be considered in the forthcoming *Guide*.

In 2022 and 2023, UNSD and the Expert Group will continue to consolidate technical inputs for the finalization of the *Guide*. During that period, they will also assist countries in piloting and implementing the proposed options to collect time-use data in efficient ways. The updated *Guide* will be submitted to the Commission in 2024 and will reflect lessons learned and feedback received from countries on the use of the proposed methods.

Annex 1: Minimum Harmonized Instrument and ICTAUS correspondence

Table A1-1: Minimum Harmonized Instrument Activity Categories, Contextual Dimensions and ICATUS 2016 Definitions				
	Activity	Description	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 mainly for sale • Growing produce for sale, raising animals or fishing mainly 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 coded 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 coded as “Travel” 	Location Use of ICT For whom With whom Is the activity paid or unpaid	Major division 1
1	<p>Probing questions:</p> <p>For interviewer assisted collection tool, where the proposed background questionnaire is used, the following probing question is suggested for countries wishing to make direct link between labour force and paid work activity from the diary.</p> <p>In a self-completion collection tool, the contextual information “for whom” should be used as it may be too complex to correctly program the probing question.</p>			

	<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 			
2	<p>Making goods for own household or family use</p>	<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 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. 	<p>Location For whom With whom</p>	<p>Major division 2</p>
3	<p>Volunteer work</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Helping without pay neighbors, friends and other non-related people • Working willingly without pay for the community or organizations 	<p>Location For whom With whom Is this activity paid or unpaid</p>	<p>Divisions 51, 52</p>
4	<p>Preparing and serving food and meals for</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Cooking, serving foods, cleaning after cooking 	<p>With whom Location For whom</p>	<p>Division 31</p>

	own household or family members	<ul style="list-style-type: none"> • Setting up the table • 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 • Upkeep of plants (landscaping, lawn and plant care) 	With whom Location For whom	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 coded under “Making goods for own household or family use” 	With whom Location For whom	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> <ul style="list-style-type: none"> • Making clothes should be coded under “Making goods for own household or family use” 	With whom Location For whom	Division 34
8	Managing own household or family	<p>Includes:</p> <ul style="list-style-type: none"> • Paying bills 	With whom Location	Division 35

		<ul style="list-style-type: none"> • Budgeting • Planning, organizing duties and activities in the household 	Use of ICT For whom	
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 coded under “Working in paid job or income generating activities” or “Making goods for own household or family use” 	With whom Location For whom	Division 36
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 coded under “Working in paid job or income generating activities” 	With whom Location Use of ICT For whom	Division 37
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 	With whom Location For whom	Division 41
12	Taking care of or helping adults (own household or family)	<p>Includes:</p> <ul style="list-style-type: none"> • Washing, dressing, changing dependent adult • Preparing medicines for elderly household or family members 	With whom Location For whom	Divisions 42, 43

	(use country definition of adult)	<ul style="list-style-type: none"> • Completing bank forms, insurance claims for dependent household or family member • Collecting pension for dependent household or family member • Paying taxes for dependent 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 • Helping not related people from other households, such as neighbors, friends 		
12	<p>Probing questions:</p> <p>Depending on the survey instrument setting, a country has the option to use a probing question or to use the contextual information “For whom” for coding purposes.</p> <p>To probe for dependent adults: Was this activity done for one of the household members: Yes, who from the roster? No.</p>			
13	Education	<p>Includes:</p> <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	<p>Includes:</p> <ul style="list-style-type: none"> • Talking to neighbor • Phone calls and texting • Going to birthday parties 	With whom Location Use of ICT	Division 71

		<ul style="list-style-type: none"> • Visiting relatives, friends • Writing letters and preparing seasonal postcards <p>Excludes:</p> <ul style="list-style-type: none"> • Work-related email should be coded under “Working in paid job or income generating activities” 		
15	Community participation, civic and related responsibilities, and religious practices	<p>Includes:</p> <ul style="list-style-type: none"> • Participating in local parades, festivals • Attending a civil ceremony (marriage) or funerals • Going to vote or attending trial as witness • Meditating, praying • Participating in religious celebrations and ceremonies 	With whom Location	Divisions 72, 73, 74
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 • Resting, reflecting and relaxing 	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>	With whom Location	Division 83

		<ul style="list-style-type: none"> Walking or running with specific purpose (different than exercising) should be coded accordingly, for example under “Travel”, “walking the dog” under 9 Taking care of pet of own household or family 		
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 coded under childcare Reading for work or learning should be coded under “Working in paid job or income activities” or “Education”. 	Location Use of ICT With whom	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 <p>Excludes:</p> <p>Watching videos related to work or learning should be coded under “Working in paid job or income generating activities” or “Education”</p>	With whom Location Use of ICT	Groups 842, 843
21	Sleep	<p>Includes:</p> <ul style="list-style-type: none"> Night sleeping Napping Staying in bed without sleep (Sleeplessness) <p>Excludes:</p> <p>Resting should be coded under “Hobbies, games and other pastime activities”</p>	Location	Division 91
22	Eating and drinking		With whom	Division 92

			Location	
23	Personal hygiene and care	Includes: <ul style="list-style-type: none"> • Having a bath or shower • Taking bath at a common place/bath/sauna • Applying 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 With whom	Divisions 93, 94
24	Travel	Includes: <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 Excludes: <ul style="list-style-type: none"> • Walking and running for exercising • Driving for job, for example taxi drivers. 	Purpose Mode of transportation With whom	
24	Probing questions: What was the purpose of the travel: <ul style="list-style-type: none"> • Going to work • Going back home* • Going to school • Going shopping • Accompanying own household or family members • Accompanying others • Other 			

	<ul style="list-style-type: none"> • Location: Location is given as a generic description of where respondents are (home, work, school, etc.). If they are travelling, location is defined in terms of how they are travelling (car, walking, bus). <p>*This activity should be coded according to the previous activity</p>			
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>Is this activity paid or unpaid?</p> <p>For whom</p> <p>With whom</p> <p>Location</p> <p>Use of ICT</p>	

Annex 2: Minimum Harmonized Instrument - Model Diary

The model diary and wording presented here are intended for use in a digital mode of data collection implemented as a computer-based web application or as a smartphone application. Any digitized mode should offer a low-tech option such as telephone interview to accommodate respondents who lack digital communication technology. The minimum activity list presented in Annex 1 should be offered in colloquial language, as shown below, in drop down menus as required. Note that the order of presentation of the activity list may differ depending on the application used. The order of presentation is not the MHI activity number.

Table A2-1: Minimum Harmonized Instrument Activity Categories	
1	working for pay or doing activities to generate an income for yourself or your family
2	unpaid activities done to produce goods for use by your household or family
3	helping neighbours, friends, or others without receiving payment
4	cooking, preparing or heating meals, setting up or clearing the table or washing the dishes
5	cleaning the inside or outside of the dwelling; disposal of garbage or recycling, watering plants
6	making minor repairs to the dwelling, repairing or maintaining furniture, appliances, or household vehicles
7	washing, ironing, hanging clothes to dry, mending clothes or cleaning footwear
8	budgeting, paying bills, organizing or planning household-related activities or completing administrative forms such as passports, contracts, applications, or collecting social program benefits
9	taking care of a family pet, feeding, bathing, taking them for walks, cleaning their space or using veterinary or pet services
10	buying household supplies, food, or clothing for family members, when done in person or online
11	taking care of children in your household or family by feeding, dressing, putting to bed, talking, playing, assisting or supervising homework or school activity, accompanying to appointments, providing healthcare
12	taking care of adults in your household or family by feeding, bathing, dressing, putting to bed, talking, listening, providing or planning for health care services or helping with personal business management
13	education, attending classes or courses onsite or online, or education-related assignments, homework
14	getting together with others for social purposes, talking, chatting, writing or reading personal emails or texts
15	joining in community festivities or events, attending civil obligations, or participating in religious celebrations or practices
16	attending cultural, entertainment or sports events
17	participating hobbies such as painting, music, or photography, playing games, or relaxing
18	participating in a sport or exercise
19	reading for leisure (e.g. newspapers, books, e-books, social media, magazines)
20	watching TV, listening to radio or streaming
21	sleeping
22	eating or drinking
23	own personal hygiene such as showering, getting dressed, getting a haircut or personal health care like resting, being sick or visiting doctors or specialists
24	traveling to and from places
25	other (activities not listed or unknown)

The model assumes the diary is based on open format episodes with exact start and end times. Statistical organizations may use fixed intervals (for example 10, 15 or 20 minute blocks) for timing activities but this option is not examined here.

Examples of simplified categories for answers to the contextual questions: *where?*, *who with?*, *for whom?* and *use of ICT?* are also provided. These should be customized for local applications. Alternative categories used in current programs will be supplied by members of the Expert Group on request.

Model open-timed diary questionnaire

In an open-timed diary, respondents report daily activity from a start time, often 4:00 am, and their best estimates of ending times. In the model, *Q_Act1* refers to the question about the first activity episode. *Act1* refers to the answer, and similarly for the contextual questions. The cycle of questions is repeated from 1 to the number of the final episode reported. Thus *Q_Where12* is the question regarding location of the twelfth activity, if applicable. The second and following start times are computed as the summation of the sequence of duration times. Alternatively, the duration question can ask for the ending time and the duration is then calculated as the difference between start and end.

There are alternatives to attaching the context questions directly to the episodes, namely asking a series of supplementary questions about the context or secondary activity at the end of the questionnaire. This implies either using an interview mode or programming the supplementary questions into the software. This would require a fairly high level of methodological capacity.

The episode reports begin with the question:

Q_Act1. What were you doing at 4:00am?

Act1. answer is selected from the drop-down menu of 25 activities

Drop down list for primary activity (25 MHI activities)

Q_Duration1. How long did this activity last?

Duration1. HOURS; MINUTES

Q_Where1. Where were you?

Where1. answer selected from drop-down list. If Act1 is travel, this list shows transport modes rather than locations.

Drop down list for <i>Where were you?</i>
1 At home

2 At place of work or school 3 At another residence 4 Outdoors (away from home) 5 At store or place of service 6 Other (non-travel)
If traveling to or from places is selected, the “Where were you?” question should be “Which mode of transportation did you use?” The answers shown are specific to mode of transportation such as:
7 Car, van, truck as a driver 8 Car, van, truck as a passenger 9 Public transportation such as bus, tramway, subway, light train, ferry 10 Bicycle 11 Walking 12 Taxi, limousine service 13 Plane 14 Other transport 99 Refusal, no answer

Q_Who1. Who was with you?

Who1. *Respondent selects all persons from drop-down list. This creates a field of variables, one for each possible person type.*

Drop-down list for Who was with you?
1 Alone 2 Spouse or partner 3 Household children 4 Other household or family 5 Friends 6 Workmates, colleagues, classmates 7 Other

Q_ForWhom1. For whom did you mainly do/undertake this activity?

For_Whom1. *answer selected from drop-down list (answer set depends on activity reported in the episode)*

Drop-down list for MHI activity 1, 2, 4, 5, 6, 7, 8, 9, 10, 25
1 For paid job or own or family business 2 For use by household members or yourself 3 For use by family members residing elsewhere 4 For use by others

Drop-down list for activity MHI 11, or MHI 12
1 For use by household members 2 For use by family members residing elsewhere 3 For use by unrelated persons living in your household

Drop-down list for activity MHI 3 (helping and volunteering)
1 Friends 2 Neighbours 3 Colleagues from work, school or community organization 4 Acquaintances 5 Other

Q_Use of ICT1. Were you using any type of technology for this activity?

Use_ICT1. *answer yes or no*

Q_Secondary_act1. Please indicate if you were doing any of these activities at the same time.

Secondary_act1. *answer is selected from abridged list or complete MHI list of 25 activities (see also section 6.4)*

Drop-down list for secondary activities (abridged)
Unpaid domestic and care work activity <ul style="list-style-type: none"> - Housework (such as dishwashing, table cleaning, taking away garbage, laundry, etc.) - Child-care (such as supervising homework, watching child swimming, minding) - Adult care (such as supervising someone else’s medication consumption/ or treatment) - Organizing, planning or paying bills - Pet care Additional activities: <ul style="list-style-type: none"> - Eating or drinking - Socializing or communicating - in person > Talking, conversing

- Socializing or communicating - using any type of technology > Phone, email, social media, video call, text messaging
- Reading
- Watching TV or videos
- Listening to music or radio
- General computer use
- Hobbies

Examples of probing questions for secondary activity

Intro Many of our daily activities help persons living inside or outside our household. The following question is asked to determine how much informal support people provide to one another.

##Q1 Among the activities you reported in the diary, which one(s) did you do to help another person? (please select all that apply) programmer: bring full list of activities from the diary with check boxes. For each identified activity have a loop of Q2 to Q6

##Q2 Did (this activity) help a person inside your household, outside of your household or an organization?

- <1> Person from household..... Go to ##Q3
- <2> person outside from household..... Go to ##Q3
- <2> Organization Go to ##Q6
- <3> No (Go to next episode)
- <x> Don't know (Go to next episode)
- <r> Refused (Go to next episode)

##Q3 Was the person helped 65 years or older? (If more than one, principal person helped.)

- <1> Yes
- <3> No
- <x> Don't know
- <r> Refused

##Q4 Does the person you helped have a long-term health or physical limitation? (Any conditions lasting or expected to last more than 6 months and which can be either chronic or permanent)

- <1> Yes
- <3> No
- <r> Refused

##Q5 What is this person's relationship to you?

- <1> husband/wife/partner
- <2> child less than 5 years
- <3> child 5 to 13 years
- <4> Child over 13 years
- <5> Parent(s) or parent (s) in-law
- <6> Children of respondent living outside the household

- <7> Other member(s) of the family outside the household.
- <8> Friend(s)
- <9> Neighbour(s)
- <10> Co-worker(s)
- <11> Others
- <x> Don't know
- <r> Refused

[Go to next episode]

##Q6 Was this organization mostly concerned with seniors, children, persons with disabilities or other?

- <1> Seniors
- <2> Children
- <3> Persons with disabilities
- <4> Other
- <x> Don't know
- <r> Refused

(go to next selected activity)

End of diary instrument

From all the activities you did on (Diary Day), were any performed to help the following persons?

Children 14 and under leaving in your household	Yes	No
Adult 65+ leaving in your household	Yes	No
Children 14 and under not leaving in your household	Yes	No
Adult 65+ not leaving in your household	Yes	No
Friends, acquaintances	Yes	No

Annex 3: Minimum Harmonized Stylized Questionnaire Instrument

Annex 3 provides an illustration of the use of sets of stylized questions for collection of time-use data for the minimum set of 25 harmonized activities.

The instrument is administered using eight sections or modules tailored to specific groups of activities within the minimum set of 25. The groupings are:

- self-care and learning
- employment and production of goods for own final use
- unpaid domestic work activities for own household
- unpaid care activities for own household
- unpaid domestic and care activities for non-household persons
- volunteering
- socializing and leisure
- other activities

Captions for a better understanding of the instrument are explained below:

- The wording in *italics* are aids (for example, interviewer should not read aloud)
- Words, questions, and sections marked in grey are optional, so each country can decide whether to include them or not.

SECTION A: SELF-CARE AND LEARNING ACTIVITIES

Now I am going to ask you about the time you dedicate to personal activities

NOTES	<i>For persons N+ (countries need to define age of respondents)</i>	
	Reference period: day	Reference period: week
Essential ICATUS 91	A1. (Yesterday/Assigned day/Last week) how much time did you sleep? [] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
Essential ICATUS 93 and 94	A2. (Yesterday/Assigned day/Last week) how much time did you spend on personal hygiene (<i>taking showers, getting dressed, getting a haircut</i>) or personal health care (<i>resting sick, visiting doctors</i>)? [] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
Essential ICATUS 92	A3. (Yesterday/Assigned day/Last week) how much time did you spend eating or drinking? [] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
Essential ICATUS 6	A4.a. (Yesterday/Assigned day/Last week) did you attend any education classes, participate in an online course or work on education-related assignments? 1. Yes→A4.b 2. No→A5.a	
	A4.b How much time did you spend on it? [] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
	A5.a. (Yesterday/Assigned day/Last week) did you commute to and from school, college, or university? 1. Yes→A5.b 2. No→B1	
	A5.b How much time did you spend on it? [] hours and [] minutes	Hours and minutes

	Monday to Friday [] and [] Saturday and Sunday [] and []
--	-----------------------------------------------------------------

SECTION B: EMPLOYMENT AND PRODUCTION OF GOODS FOR OWN FINAL USE

Now I am going to ask you about the time you dedicate to working for pay or to doing activities to generate an income for yourself or your family

NOTES	<i>Only for persons employed in reference week</i>	
	Reference period: day	Reference period: week
Essential ICATUS Division 11, 12, 13	B1. How many hours did you work in your (main/other) job on [specify the day (yesterday/assigned day)]? <i>(Repeat this question for each job reported)</i> [] hours and [] minutes	B1. What days and how many hours did you work last week? Hours and minutes Monday [] and [] Tuesday [] and [] Wednesday [] and [] Thursday [] and [] Friday [] and [] Saturday [] and [] Sunday [] and []
	For all persons aged N+	
Essential ICATUS Division 11, 12, 13	B2.a Aside from what you told me already, [Yesterday/ Last 7 days//Assigned day/Reference week] did you do any (other) activity to generate income, even for a short period. (to be asked to respondents identified as not employed in the background questionnaire) 1. Yes → B2.b 2. No → B3.a	
	B2.b How much time did you spend on it?	
	[] hours and [] minutes	Hours and minutes Monday [] and []

		Tuesday [] and [] Wednesday [] and [] Thursday [] and [] Friday [] and [] Saturday [] and [] Sunday [] and []
Essential ICATUS Division 18	B3.a [Yesterday/assigned day/Last week] did you spend any time travelling to and from your (main/other job(s))? 1. Yes → B3.b 2. No → B4.a	
	B3.b How much time did you spend on it? [] hours and [] minutes	Hours and minutes Monday [] and [] Tuesday [] and [] Wednesday [] and [] Thursday [] and [] Friday [] and [] Saturday [] and [] Sunday [] and []
NOTES	<i>For all persons aged N+</i>	
Essential ICATUS Division 16	B4.a [Yesterday/assigned day/Last week] did you do anything to find a paid job or to start a business? 1. Yes → B4.b 2. No → B5.a	
	B3.b Including commuting and waiting times, how much time did you spend searching for a job or starting a business? [] hours and [] minutes	Hours and minutes Monday [] and [] Tuesday [] and [] Wednesday [] and [] Thursday [] and [] Friday [] and [] Saturday [] and []

		Sunday [] and []
Essential ICATUS Major Division 2	B5.a [Yesterday/assigned day/Last week] did you grow produce, raise animals or fish, preserve food, make textiles, work on construction for own household or family use or manufacture household items? 1. Yes → B5.b 2. No → C1.a	
	B5.b How much time did you spend on it? [] hours and [] minutes	B5.b On which days and how much time did you spend on it last week? Hours and minutes Monday [] and [] Tuesday [] and [] Wednesday [] and [] Thursday [] and [] Friday [] and [] Saturday [] and [] Sunday [] and []

SECTION C: UNPAID DOMESTIC WORK ACTIVITIES FOR OWN HOUSEHOLD AND FAMILY MEMBERS²⁸

Now I am going to ask you about the time you dedicate to domestic work activities for your household and/or for family members not living with you for which you did not receive a payment. Where relevant include travel and waiting times.

NOTES	<i>For persons N+ (countries need to define age of respondents)</i>	
	Reference period: day	Reference period: week
Essential ICATUS31	C1.a. (Yesterday/Assigned day/Last week) did you cook, prepare, or heat meals, set up or clear the table or wash the dishes? 1. Yes → C1.b 2. No → C2.a	

²⁸ If section C is limited to domestic work activities for household members, section E needs to be added and wording marked in grey needs to be deleted.

	<p>C1.b How much time did you spend on it?</p> <p>[] hours and [] minutes</p>	<p>Hours and minutes</p> <p>Monday to Friday [] and []</p> <p>Saturday and Sunday [] and []</p>
Essential ICATUS32	<p>C2.a. (Yesterday/Assigned day/Last week) did you clean the inside or outside of the dwelling; dispose of, separate, or recycle the garbage; or water plants in your garden?</p> <p>1. Yes→C2.b</p> <p>2. No→C3.a</p>	
	<p>C2.b How much time did you spend on it? Please include commuting and waiting times for waste recycling, if applicable.</p> <p>[] hours and [] minutes</p>	<p>Hours and minutes</p> <p>Monday to Friday [] and []</p> <p>Saturday and Sunday [] and []</p>
Essential ICATUS36	<p>C3.a. (Yesterday/Assigned day/Last week) did you take care of a family pet (<i>feeding, bathing, taking them for walks, or cleaning their space</i>) or use veterinary or pet services?</p> <p>1. Yes→C3.b</p> <p>2. No→C4.a</p>	
	<p>C3.b Including commuting and waiting times, how much time did you spend on it?</p> <p>[] hours and [] minutes</p>	<p>Hours and minutes</p> <p>Monday to Friday [] and []</p> <p>Saturday and Sunday [] and []</p>
Essential ICATUS34	<p>C4.a. (Yesterday/Assigned day/Last week) did you wash, iron, hang or dry or mend clothes or clean footwear?</p> <p>1. Yes→C4.b</p> <p>2. No→C5.a</p>	
	<p>C4.b Including commuting and waiting times, how much time did you spend doing these tasks? Please exclude the time the washing machine was running while you were engaged in other activities.</p> <p>[] hours and [] minutes</p>	<p>Hours and minutes</p> <p>Monday to Friday [] and []</p> <p>Saturday and Sunday [] and []</p>

Essential ICATUS33	C5.a. (Yesterday/Assigned day/Last week) did you make minor repairs to your dwelling, repair or maintain furniture, appliances, or household vehicles? 1. Yes → C5.b 2. No → C6.a	
	C5.b Including commuting and waiting times, how much time did you spend on these tasks? [] hours and [] minutes	
		Hours and minutes
		Monday to Friday [] and []
		Saturday and Sunday [] and []
Essential ICATUS35	C6.a. (Yesterday/Assigned day/Last week) did you budget, organize or plan household-related activities; pay household bills (<i>utilities, mortgages, loans, rent</i>) or carry out administrative or legal procedures (<i>passports, contract or cancel services, collection of social program benefits</i>)? Include activities performed online. 1. Yes → C6.b 2. No → C7.a	
	C6.b Including commuting and waiting times, how much time did you spend on these tasks? [] hours and [] minutes	
		Hours and minutes
		Monday to Friday [] and []
		Saturday and Sunday [] and []
Essential ICATUS37	C7.a. (Yesterday/Assigned day/Last week) did you buy household supplies, food, or clothing for family members in person or online? 1. Yes → C7.b 2. No → D1.a	
	C7.b Including commuting and waiting times, how much time did you spend on these tasks? [] hours and [] minutes	
		Hours and minutes
		Monday to Friday [] and []
		Saturday and Sunday [] and []

SECTION D: UNPAID CARE ACTIVITIES FOR OWN HOUSEHOLD OR FAMILY MEMBERS²⁹

Now I am going to ask you about the time you dedicate to caring for children aged 0 to X (*use country definition of child*) in your household and/or for family not living with you for which you did not receive a payment.

NOTES	<i>For persons N+ (countries need to define age of respondents) with children (use country definition of child) in their households or family</i>	
	Reference period: day	Reference period: week
Essential ICATUS 411,414,415, 416	D1.a. (Yesterday/Assigned day/Last week) did you feed, bathe, change diapers, dress, put to bed, talk to, or play with a child in your household or family? 1. Yes→D1.b 2. No→D2.a	
	D1.b How much time did you spend on it? Exclude time that you care for children while performing other activities. [] hours and [] minutes	
		Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
Essential ICATUS 413 and 417	D2.a. (Yesterday/Assigned day/Last week) did you assist children in your household or family with schoolwork or participate in meetings with school or care service providers? 1. Yes→D2.b 2. No→D3.a	
	D2.b Including commuting and waiting times, how much time did you spend on these tasks? [] hours and [] minutes	
		Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
Essential ICATUS 412	D3.a. (Yesterday/Assigned day/Last week) did you provide healthcare to children in your household or family (<i>giving medicines, taking temperature, applying bandages, assisting with physical therapy, taking children to medical appointment</i>)? 1. Yes→D3.b 2. No→D4.a	

²⁹ If section D is limited to unpaid care work activities for household members, section E needs to be added and wording marked in grey needs to be deleted.

	D3.b Including commuting and waiting times, how much time did you spend on these tasks?	
	[] hours and [] minutes	Hours and minutes
	Monday to Friday	[] and []
	Saturday and Sunday	[] and []

Now I am going to ask you about the time you dedicate to care work activities for adults aged X+1 and above (use country definition) in your household and/or for family members not living with you for which you did not receive a payment.

NOTES	<i>For persons N+ (countries need to define age of respondents)</i>	
	Reference period: day	Reference period: week
Essential ICATUS 421,424,425,431,432	D4.a. (Yesterday/Assigned day/Last week) did you feed, bathe, dress, put to bed, talk, and listen to, a household or family members aged X+1 and above?	
	1. Yes → D4.b 2. No → D5.a	
	D4.b How much time did you spend on it? Exclude time that you care for persons over X +1 years while performing other activities	
	[] hours and [] minutes	Hours and minutes
	Monday to Friday	[] and []
	Saturday and Sunday	[] and []
Essential ICATUS 422,426	D5.a. (Yesterday/Assigned day/Last week) did you provide healthcare or planned for health care services to a dependent or sick household or family members aged X+1 and above? (<i>giving medicines, taking temperature, applying bandages, assisting with physical therapy taking adults to medical appointments</i>)?	
	1. Yes → D5.b 2. No → D6.a	
	D5.b Including commuting and waiting times, how much time did you spend on these tasks?	
	[] hours and [] minutes	Hours and minutes
	Monday to Friday	[] and []
	Saturday and Sunday	[] and []

Essential ICATUS 423	D6.a. (Yesterday/Assigned day/Last week) did you help household or family members aged X +1 and above with personal forms or accounts (<i>assisting with banking transactions, reading, or completing forms</i>) ?	
	1. Yes → D6.b 2. No → E1.a (or F1.a)	
	D6.b Including commuting and waiting times, how much time did you spend on these tasks?	
	[] hours and [] minutes	Hours and minutes
		Monday to Friday [] and []
		Saturday and Sunday [] and []

SECTION E: UNPAID DOMESTIC AND CARE ACTIVITIES FOR NON-HOUSEHOLD FAMILY MEMBERS³⁰

Now I am going to ask you about the time you dedicate to domestic and care work activities for family members who do not live with you for which you did not receive a payment.

NOTES	<i>For persons N+ (countries need to define age of respondents)</i>	
	Reference period: day	Reference period: week
Optional To be applied only if previous questions of section C and D were asked only about services for household members	E1.a. (Yesterday/Assigned day/Last week) did you do any kind of domestic work (<i>clean and tidy indoors, cook meals, set the table, or clear away dishes</i>) for family members who do not live with you without receiving payment?	
	1. Yes → E1.b 2. No → E2.a	
	E1.b Including commuting and waiting times, how much time did you spend on these tasks?	
	[] hours and [] minutes	Hours and minutes
		Monday to Friday [] and []
		Saturday and Sunday [] and []
	E2.a. (Yesterday/Assigned day/Last week) did you spend any time caring for children from your family not living with you (<i>feed, bathe, change diapers, dress, assist with schoolwork, provide or plan for health care</i>) without receiving payment?	
	1. Yes → E2.b 2. No → E3.a	

³⁰ Apply this section if sections C and D exclude activities for the provision of services to non-household family members.

	E2.b Including commuting and waiting times, how much time did you spend on these tasks? [] hours and [] minutes		Hours and minutes	
	Monday to Friday		[]	and []
	Saturday and Sunday		[]	and []
E3.a. (Yesterday/Assigned day/Last week) did you do any kind of care work without receiving payment for family members aged X+1 and above who do not live with you? 1. Yes→E3.b 2. No→F1.a				
	E3.b Including commuting and waiting times, how much time did you spend on these tasks? [] hours and [] minutes		Hours and minutes	
	Monday to Friday		[]	and []
	Saturday and Sunday		[]	and []

SECTION F: VOLUNTEERING

Now I am going to ask you about the time you dedicate to volunteering activities for your community or organizations or helping others.

NOTES	<i>For persons N+ (countries need to define age of respondents)</i>			
	Reference period: day		Reference period: week	
Essential ICATUS 51 and 52	F1a. (Yesterday/Assigned day/Last week) did you dedicate any time to help neighbors, friends, or others without receiving payment or did you volunteer for the community or for an organization? 1. Yes→F1.b 2. No→G1.a			
	F1.b How much time did you spend on it? [] hours and [] minutes		Hours and minutes	
	Monday to Friday		[]	and []
Saturday and Sunday		[]	and []	

SECTION G: SOCIALIZING AND LEISURE ACTIVITIES

Now I am going to ask you about the time you dedicate to socialize and for leisure activities

NOTES	<i>For persons N+ (countries need to define age of respondents)</i>	
	Reference period: day	Reference period: week
Essential ICATUS 83	G1.a. (Yesterday/Assigned day/Last week) did you participate in a sport or exercise? 1. Yes→G1.b 2. No→G2.a	
	G1.b Including commuting and waiting times, how much time did you spend on it? [] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
Essential ICATUS 82	G2.a. (Yesterday/Assigned day/Last week) did you participate in any form of art (<i>painting, music, theatre, dance, photography</i>), spend time on a hobby or play games? 1. Yes→G2.b 2. No→G3.a	
	G2.b Including commuting and waiting times, how much time did you spend on it? [] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
Essential ICATUS 81	G3.a. (Yesterday/Assigned day/Last week) did you go to a cultural, entertainment or sport event? 1. Yes→G3.b 2. No→G4.a	
	G3.b Including commuting and waiting times, how much time did you spend on it? [] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []

Essential ICATUS 72, 73 and 74	G4.a. (Yesterday/Assigned day/Last week) did you join in community festivities or events, attend civil obligations, or participate in religious celebrations or practices? 1. Yes → G4.b 2. No → G5.a
	G4.b Including commuting and waiting times, how much time did you spend on it? [] hours and [] minutes Monday to Friday [] and [] Saturday and Sunday [] and []
Essential ICATUS 71	G5.a. (Yesterday/Assigned day/Last week) did you get together with others for social purposes, chat, wrote or read a social letter or email? 1. Yes → G5.b 2. No → G6.a
	G5.b How much time did you spend on it? [] hours and [] minutes Monday to Friday [] and [] Saturday and Sunday [] and []
Essential ICATUS 841	G6.a. (Yesterday/Assigned day/Last week) did you read for leisure (<i>newspapers, books, e-books, social media, magazines</i>) without performing other activities simultaneously? 1. Yes → G6.b 2. No → G7.a
	G6.b How much time did you spend on it? Exclude time that you read for leisure while performing other activities already mentioned. [] hours and [] minutes Monday to Friday [] and [] Saturday and Sunday [] and []
Essential ICATUS 842 y 843	G7.a. (Yesterday/Assigned day/Last week) did you watch TV, listen to radio or streaming without performing other activities simultaneously? 1. Yes → G7.b 2. No → end of time-use module (or H1.a)

<p>G7.b How much time did you spend on it? Exclude time that you watch TV, listen to radio or streaming while performing other activities already mentioned.</p> <p>[] hours and [] minutes</p> <p style="color: red;">end of time-use module (or H1.a)</p>	<p style="text-align: right;">Hours and minutes</p> <p>Monday to Friday [] and []</p> <p>Saturday and Sunday [] and []</p> <p style="color: red;">end of time-use module (or I1.a)</p>
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SECTION H: OTHER ACTIVITIES³¹

Now I am going to ask you about the time you dedicate to other activities not already mentioned.

NOTES	<i>For persons N+ (countries need to define age of respondents)</i>	
	Reference period: day	Reference period: week
Optional	H1.a (Yesterday/Assigned day/Last week) did you carry out any other activity that I have not asked you about?	
	1. Yes→ _____	
	Specify activity →I1.b	
	2. No→ end of time-use module	
	H1.b How much time did you spend on it?	
	<p>[] hours and [] minutes</p>	<p style="text-align: right;">Hours and minutes</p> <p>Monday to Friday [] and []</p> <p>Saturday and Sunday [] and []</p>
	end of time-use module	

³¹ Optional question to identify problems of cognition in terms of how activities should be allocated (i.e., reporting of other activities that should have been reported in the prior domains).

Optional section for recollecting broader information about the production of goods for own final use³²

SECTION B*: PRODUCTION OF GOODS FOR OWN FINAL USE

OPTION 1

Now I am going to ask you about the time you dedicated to unpaid activities, you may have done to produce different goods for use by your household or family. That is, not to sell.

	Reference period: day	Reference period: week																															
NOTES	For all persons aged N+																																
Optional ICATUS Major Division 2	B*.1a [Yesterday/assigned day/Last week] did you: <i>read and mark all that apply</i>																																
	1. <input type="checkbox"/> Work or help in any farming activities to produce food for the family 2. <input type="checkbox"/> Keep or help in a family (<i>kitchen garden or orchard</i>) 3. <input type="checkbox"/> Rear or tend farm animals kept by the family 4. <input type="checkbox"/> Work or help in family fishing (or fish farming) activities 5. <input type="checkbox"/> None of the above →B*.3.a																																
	B*.1.b How much time did you spend on it? [] hours and [] minutes	B*.1b What days and how time did you spend on it last week?																															
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	B*.2a What are the main (animals, farming, and/or fishing) products that you are working on for the family? For example: (<i>citrus fruits, vegetables, freshwater fish, cattle, chicken, rice</i>)																																
	<hr/> <p style="text-align: center;">MAIN CROPS</p>																																
	B*.2b ISIC CODE: _____																																

³² Optional section based on the Modulo OPA and OPG from ILO (2020) LFS Questionnaire for PAPI. Core modules for working age persons. Job-type start (v4)

<p>B*.3a [Yesterday/assigned day/Last week] did you gather wild food such as mushrooms, berries, herbs...? 1. Yes → B*.3b 2. No → B*.4a</p>																																	
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<p>B*.4a [Yesterday/assigned day/Last week], did you go hunting for <i>bush meat</i>...? 1. Yes → B*.4b 2. No → B*.4a</p>																																	
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<p>B*.7a [Yesterday/assigned day/Last week] did you fetch water from natural or public sources for use by your household or family? 1. Yes → B*.7b 2. No → B*.8a</p>																																	
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<p>B*.8a [Yesterday/assigned day/Last week] did you collect any firewood or other natural products for use as fuel by your household or family? 1. Yes → B*.8b 2. No → C1.a</p>																																	
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OPTION 2

Now I am going to ask you about the time you dedicated to unpaid activities, you may have done to produce different goods for use by your household or family. That is, not to sell.

NOTES	For all persons aged N+	Reference period: day	Reference period: week
Optional	B*.1 [Yesterday/assigned day/Last week] did you do any of those following activities for your household or for family members living in other households? Please indicate the time you spend in each of the activities you have done.		
ICATUS Major Division 2	[] Do any farming and fishing	[] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
	[] Gather wild food <i>such as mushrooms, berries, herbs...</i>	[] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
	[] Go hunting	[] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
	[] Prepare preserved food or drinks for storage <i>such as flour, dried fish, butter, cheese...</i>	[] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
	[] Do any construction work to build, renovate or extend the family home or help a family member with similar work	[] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
	[] Spend any time making goods <i>such as mats, baskets, furniture, clothing...</i>	[] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
	[] Fetch water from natural or public sources	[] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []
	[] Collect any firewood or other natural products for use as fuel	[] hours and [] minutes	Hours and minutes Monday to Friday [] and [] Saturday and Sunday [] and []

Table A3-1: Relationship between the Diary format and Stylized questionnaire format of the Minimum Harmonized Instrument					
Diary			Stylized Questionnaire		
#	Activity	ICATUS 2016	Section	Number of questions	Prioritization
1	Working in paid job or income generating activities	Division 11, 12, 13, 15, 16 and 18	B: Employment and production of goods for own final use	5	Essential
2	Making goods for own household or family use	Major Division 2			
3	Volunteer work	Divisions 51 and 52	F: Volunteering	1	Essential
4	Preparing and serving food and meals for own household or family members.	Division 31	C: Unpaid domestic work activities for household or family members	1	Essential
5	Cleaning own or family dwelling	Division 32		1	
6	Maintaining and making small repairs in own or family dwelling	Division 33		1	
7	Cleaning and care of clothing and footwear of own household or family members	Division 34		1	
8	Managing own household	Division 35		1	
9	Taking care of pet of own household or family	Division 36		1	
10	Shopping for own household or family	Division 37		1	
11	Taking care of own (household or family) child (use country definition of child)	Division 41	D: Unpaid care activities for household or family members	3	Essential
12	Taking care of or helping adults (own household or family) (use country definition of adult)	Divisions 42 and 43		3	Essential
4-12	Unpaid domestic services and unpaid caregiving for non-household family members	Divisions 3 and 4	E: Unpaid domestic and care activities for non-household family members	3	Optional To apply only if previous questions of section C and D

					<i>were asked only about services for household members.</i>
13	Education	Major Division 6	A: Self-care and learning activities	2	Essential
14	Socializing and communication	Division 71	G: Socializing and leisure activities	7	Essential
15	Community participation, civic and related responsibilities, and religious practices	Divisions 72, 73 and 74			
16	Cultural, entertainment and sports events	Division 81			
17	Hobbies, games, and other pastime activities	Division 82			
18	Sport participation and exercising	Division 83			
19	Reading for leisure	Group 841			
20	Watching TV/Listening to radio or streaming	Group 842 and 843			
21	Sleep	Division 91	A: Self-care and educational activities	1	Essential
22	Eating and drinking	Division 92		1	Essential
23	Personal hygiene and care	Divisions 93 and 94		1	Essential
24	Travel		<i>Travel and waiting times are included in previous activities, except for commute to work and education-related activities where travel times are asked under sections A and B</i>		
25	Other activities		H: Other activities	1	Optional

Annex 4: Correspondence table for activities of Minimum Harmonized Instruments and Harmonized European Time-use Survey Classification

No.	MHI Activity	HETUS ACL 2018 3-digit codes
1	Working in paid job or income generating activities	111
2	Making goods for own household use	314 ¹ , 323, 342, 345 ² , 351, 353, 621, 713
3	Volunteer work	411, 412 ³
4	Preparing and serving food and meals for own household	311, 312, 313
5	Cleaning own dwelling	321, 322, 324, 325, 329, 341
6	Maintaining and making small repairs in own dwelling	352, 354, 355 ⁴ , 359
7	Cleaning and care of clothing and footwear of own household	331, 332, 339
8	Managing own household	362, 371, 300
9	Taking care of pet of own household	343, 344, 349
10	Shopping for own household	361, 369
11	Taking care of own (household or family) child	381, 382, 383, 384, 389, 423, 424
12	Taking care of or helping adults (own household or family)	391, 392, 421, 422, 425, 426 ⁵ , 429
13	Education	211, 212, 214, 215, 219, 221
14	Socializing and communication	511, 512, 514, 515, 516, 519
15	Community participation, civic responsibilities, religious practices	431, 432, 433, 439, 513, 995
16	Cultural, entertainment and sports events	521, 522, 523, 524, 525, 526, 529
17	Hobbies, games and other pastime activities	531, 711, 712, 719, 721, 722, 729, 731, 732, 733, 734, 735, 739, 998, 999
18	Sport participation and exercising	611, 612, 613, 614, 615, 616, 619, 631
19	Reading for leisure	811, 812, 819
20	Watching TV/Listening to radio or streaming	821, 831
21	Sleep	011
22	Eating and drinking	021, 121
23	Personal hygiene and care	031, 032, 039, 012
24	Travel	910, 920, 936, 938, 939, 940, 950, 960, 980, 900
25	Other (specify)	129, 213

Notes:

1. Proposed new HETUS ACL 2018 code: 314 = Baking and other manufacturing of food and beverage.
2. Proposed new HETUS ACL 2018 code: 345 = Growing crops, kitchen gardening, forestry and logging.
3. Proposed new HETUS ACL 2018 code: 412 = Direct help to people living in other households, community and environment (direct volunteering for non-family members).
4. Proposed new HETUS ACL 2018 code: 355 = Repairing and maintaining household equipment.
5. Proposed new HETUS ACL 2018 code: 426 = Help in domestic task to non-cohabitant family

Annex 5: Sub-committee Report on Supervisory Care

The *Expert Group* recognizes that some productive activities, specifically unpaid care work, may often be reported as secondary to a primary activity and is frequently underreported. This situation continues in spite of the provision in ICATUS of codes for passive care activity for children (416) and adults (425) that do not require active care intervention. This is especially important for any unpaid work activity that may contribute to extended accounts to any System of National Accounts.

In 2021 the *EG* established a sub-committee³³ charged with developing guidelines for better capturing the full contribution of unpaid care to the economy. The sub-committee identified a number of policy domains that rely on measures of supervisory child and adult care, in particular valuing supervisory care for the development of extended accounts, evaluating the economic empowerment of women, developing policies on caregiving, and assessing work-life balance.

In its contribution to the Expert Group, the sub-committee proposed the following definition of “supervisory care”:

unpaid supervisory care refers to the time a person is “available and in close proximity” to provide active care for a child or a dependent adult should the need arise. Supervisory care may occur at any location when children or care recipients are also present and in close proximity with the care provider. That is, the respondent is near enough to the care recipient to provide immediate assistance, if necessary. There is no requirement for the care provider and care recipient to be in the same room nor for the care provider to be aware of what the care recipient is doing.

The sub-committee recognized the challenges of collecting data on supervisory care activities. Although supervisory care is something that is mostly done while doing something else (for example, keeping an eye on children while doing housework), respondents typically do not think of it as an activity *per se*. Thus, even when asked “what else were you doing?” respondents will not report supervisory care unless they are specifically asked.

In addition to developing a usable definition of supervisory care, the sub-committee made a number of recommendations regarding the collection of supervisory care:

- Set an upper age limit (of the child) on the adult’s obligation to provide supervisory care based on the country’s laws and norms.
- Collect time spent on passive / supervisory care using summary questions. The American Time-use Survey (ATUS) provides a model for this approach.
- Cognitively test the questions to ensure that they convey the concept to respondents. This is important, because the correct wording will vary across cultures.

Additional work needs to be done on the topic of supervisory care for the elderly and people with disability or illness related supervisory care needs.

³³ Members of the subgroup include: US Bureau of Labor Statistics, ILO, ECLAC and UN Women (Lead author).

The sub-committee recognized the difficulty of collecting data on supervisory care using stylized questions and it is not clear that there is a practical solution. Whether reported as a main or a secondary activity the difficulty still resides in ensuring no double counting of time resources.

The outcomes of the sub-committee work will be addressed in the forthcoming *Guide*, as appropriate.