

Content

1.	HARMONISATION APPROACH.....	5
2.	RECOMMENDATIONS FOR HARMONISED EUROPEAN TIME USE SURVEYS.....	7
2.1.	Sample design.....	7
2.1.1.	Population.....	7
2.1.2.	Sample.....	8
2.2.	Diary days.....	9
2.2.1.	Number of diary days.....	9
2.2.2.	Selection of diary days and coverage of the year.....	9
2.3.	Survey forms.....	10
2.3.1.	Household and Individual questionnaires.....	10
2.3.2.	Diaries.....	10
2.3.3.	Weekly schedule of working time.....	11
2.4.	Activity coding list.....	11
2.5.	Interviewers.....	11
2.5.1.	Recruiting of interviewers.....	11
2.5.2.	Training of interviewers.....	11
2.5.3.	Delivery of materials.....	12
2.5.4.	Supervising the fieldwork.....	12
2.6.	Data coding.....	13
2.6.1.	Proposed scheme for training coding personnel.....	13
2.6.2.	Supervising the coding.....	14
2.7.	Additional variables.....	14
2.7.1.	Region of residence.....	14
2.7.2.	Degree of urbanisation.....	14
2.7.3.	Characteristics of the partner living in the same dwelling.....	15
2.7.4.	Life-cycle variable.....	15
2.8.	Estimators.....	16
2.8.1.	Weighting.....	16
2.8.2.	Non response adjustment.....	17
2.9.	Required meta-information.....	18
2.9.1.	National contacts.....	18
2.9.2.	Main concepts and definitions.....	18
2.9.3.	Sample.....	18
2.9.4.	National adaptations of survey forms.....	19

2.9.5.	Data collection.....	19
2.9.6.	Data quality	20
2.9.7.	Estimators	20
3.	THE TIME USE SURVEY DATABASE.....	21
3.1.	Analysis variables.....	21
3.2.	Classificatory variables/study domains	22
3.3.	Output tables.....	22
	ANNEX I - GENERAL DIRECTIONS FOR THE SURVEY FORMS	23
1.	Introduction	25
1.1.	Harmonisation	25
1.2.	The household as unit.....	25
1.3.	Adaptation of the individual and household questionnaires	26
1.4.	Adaptation of the diaries and of the weekly schedule of working time.....	26
2.	The Household Questionnaire	28
2.1.	Cover page.....	28
2.2.	Who should answer the household questionnaire?.....	28
2.3.	Definition of the household.....	28
2.4.	Questions H 1 — H 20	29
3.	The Individual Questionnaire.....	36
3.1.	Cover page.....	36
3.2.	Questions I 1 — I 42	36
4.	The diary.....	62
4.1.	Cover page.....	62
4.2.	Introducing the diary to the respondent.....	62
5.	The Weekly schedule of working time.....	64
6.	Interviewer tasks.....	64
6.1.	Agreeing a time for the household interview	64
6.2.	Postponement of diary days.....	65
6.3.	The interview	65
6.4.	Reminding of diary keeping	66
6.5.	Collection of diaries	66
6.6.	Checking and completion of the diaries	66
6.7.	Guidelines for diary keeping	67

6.8.	Proposed work schedule for interviewers	68
7.	Useful Links	69
ANNEX II - HOUSEHOLD QUESTIONNAIRE.....		71
ANNEX III - INDIVIDUAL QUESTIONNAIRE.....		85
ANNEX IV - DIARY		105
ANNEX V - ACTIVITY CODING LIST AND LOCATION/TRANSPORT MODE		137
1.	Introduction	139
2.	General remarks	139
3.	Main activities	140
3.1	The code system	141
3.2	Characteristics of the code system	142
4.	Secondary activities.....	150
5.	Use of computers and the internet.....	151
6.	Other episode dimensions	151
6.1	Location and transport mode	151
6.2	With whom time is spent.....	151
7.	Further remarks and comments	151
7.1	Important comment on the numerical coding.....	151
7.2	Monitoring the coding procedure	152
7.3	Definition of an episode	152
7.4	Data file format.....	153
8.	Activity coding list.....	154
8.1	Main and secondary activities	154
8.2	Binary code.....	158
8.3	With whom time is spent	158
8.4	Location and transport mode	158
9.	Activity coding list with definitions, notes and examples	159
9.1	Main and secondary activities	159
9.2	Binary code.....	190
9.3	With whom time is spent	190
9.4	Location and transport mode	191

10. Correspondence tables.....	193
10.1 Activity coding list	193
10.2 Location/transport mode.....	197
10.3 Main activity codes of the TUS database	198
11. Coding diary example	199
ANNEX VI - WEEKLY SCHEDULE OF WORKING TIME.....	203