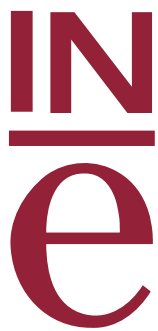


INSTITUTO NACIONAL DE ESTADISTICA



Time Use Survey 2009-2010

Methodology. July 2011

Table of contents

Index	2
1 Introduction	5
2 Background	5
2.1 The first time use surveys	5
2.2 The European time use survey project	7
2.3 Pilot studies	9
2.4 Towards an European harmonization	10
2.5 After the first wave of surveys	11
3 Time Use Survey Methodology	11
3.1 Objectives of the survey	11
3.2 Labour units	12
3.2.1 Analysis units	12
3.2.2 Sampling units	12
3.3 Scope of investigation	13
3.3.1 Population scope	13
3.3.2 Territorial scope	13
3.3.3 Time scope and reference periods	13
3.3.4 Survey periodicity	13
3.4 Basic concepts	14
3.5 Main characteristics to research in the survey	20
3.5.1 Main Activity	20
3.5.2 Other characteristics to research in the survey	22
3.6 Main classification variables	23
3.6.1 Variables relating to time	23
3.6.2 Variables relating to people	25
3.6.3 Relating to a person's economic activity	26

3.6.4	Relating to the household	28
3.6.5	Relating to the place of residence	30
3.7	Sample design	31
3.7.1	Type of sampling	31
3.7.2	Size of the sample. Allocation	31
3.7.3	Selection of the sample	33
3.7.4	Distribution of the sample in time	33
3.7.5	Estimators	33
3.7.6	Sample errors	39
3.7.7	Incidents in the sample and treatment	39
3.7.8	Treatment of the incidents	43
3.8	Information collection	44
3.8.1	Collection tools	44
3.8.2	List of activities	46
3.8.3	General description of fieldwork	49
3.8.4	The interviewers	53
3.8.5	Inspection and supervision of fieldwork	54
3.8.6	Fieldwork results indicators	55
3.9	Information processing	55
3.10	Dissemination plan	56
	Annex I. List of activities	59
1.	List of activities	60
2.	Rules for coding main activities	61
3.	Definition and coding of journeys	61
4.	Coding of multiple main activities	65
5.	Main and secondary activity	66

6. Main and secondary activity with definitions, notes and examples	72
7. Place and means of transport	124
8. With whom the activity is carried out	127
9. Computer or internet	127

1. Foreword

This methodology is based on the preceding Time Use Survey, conducted between 2002 and 2003¹, and in the new guidelines of the Harmonised European Surveys on Time Use, of the Statistical Office of the European Communities², Eurostat, drafted by a workgroup during 2007 and 2008 in order to simplify the guidelines for the year 2000, and improve comparability between the different countries.

In fact, the end purpose of the survey design proposed by Eurostat is the comparability of results on an international level, which increases the value of the information obtained. Therefore, it is the result of a detailed analysis of surveys conducted by EU and EFTA countries using guidelines for the year 2000³.

Another aim has been to allow national comparability by comparing some of the questions in the survey with questions in other household surveys (as EUROSTAT suggested, even maintaining the same phrasing and classification as in its source surveys), although for practical purposes temporal comparisons between results are of the utmost importance.

Preliminary survey characteristics are described hereunder, along with the Spanish adaptation to the proposed design model, aiming to address the double purpose of integrating the Spanish experience in the multinational European study and establishing the basis for the first time use survey whose scope of study will cover the whole Spanish territory.

The Time Use Survey appears in the National Statistics Plan 2009-2012 approved by Royal Decree 1663/2008 of 17 October. (BOE 15 November 2008).

2. Background

2.1 The first time use surveys

Surveys on the populations' time use started to be carried out at the beginning of the century in very specific geographic areas, such as cities and neighbourhoods in Europe and the United States. These surveys researched specific topics related to issues of social concern, such as planning (USSR, 1920), financial life resources (PEMBER-REEVES, London 1913), city life-styles (LUNDBERG and others, USA 1934), un-paid activities in families (USA, 1920s),...

¹<http://www.ine.es/jaxi/menu.do?type=pcaxis&path=%2Ft25/e447&file=inebase&L=1>

²http://epp.eurostat.ec.europa.eu/portal/page/portal/product_details/publication?p_product_code=KS-RA-08-014

³http://epp.eurostat.ec.europa.eu/portal/page/portal/product_details/publication?p_product_code=KS-CC-04-007

Over the years, and with the arrival of welfare policies (after Second World War), these types of research studies have proliferated, and new and different possible uses have been discovered. To this regard, the two most important trends are those of social content: social indicators, culture and leisure demand, urban planning, child and elderly care needs, quality of life, social structure, "mass media" contact..., and those with financial leaning: black economy, household economy, true valuation of GDP, division of types of work,...

With this international background in research scattered over time, over distance, over different topics and methodologies, a standardisation of research on time use (time budget studies) was proposed in the 60s. This research, promoted by UNESCO and known as the Szalai Study (the name of the director), was the most important attempt to harmonise on a supra-national level so far. It was carried out in 1965-66 in 13 cities of 11 countries (Belgium, Czechoslovakia, ex-Federal Republic of Germany, France, Hungary, Bulgaria, Poland, Ex-USSR, Yugoslavia and Peru); this study collection 30,000 *activity diaries* (or *time diaries*) and, given that it was a pilot study, it was used to try out a harmonised methodology, a coded list of activities (which has remained as the reference model) and, most importantly, it was used to try out a multinational piece of work with the possibility of comparisons.

It is from this time onwards that the idea of extending the undertaking of time use surveys on a national level and periodically for varied purposes and uses begins, although the direction is more economic than social, motivated by new, national statistics concerns, such as measuring the volume of black economy, "true" GDP in the country.

This type of survey uses a statistical measuring tool initially called *time budget*. This involves a *time diary* (or *journal*) where the sequence and duration of (all) activities carried out *by one person during a specific period, generally 24 hours, are recorded*. During this time, the daily activities are recorded in chronological order, such as work, professional or at home, education, free time.

Some countries have undertaken this kind of survey every 5 years (Holland), others approximately every 10 years (Denmark, Great Britain, France) and others in a more sporadic way (Belgium, Germany and recently, Italy).

From the middle of the 70s, when the International Association for Time Use Research was created, and during the 80s, a concerted *effort was made in the collection of data and methodologies from various countries, which could be used to make international comparisons in order to proceed to a recommendation of international harmonisation* (with the exception of national characteristics) of time use surveys carried out using *diaries or budgets*.

Research of this kind had never been carried out in Spain on a national level until the 90s, with some specific attempts (CSIC 1990; CIRES, Research Centre on Social Reality, 1990). More recently, the Basque Statistics Institute (EUSTAT) carried out Time Estimate Surveys in 1993, 1998, 2003 and 2008, and the Institute for Women carried out a series of investigations on time use in the years 1993, 1996, 2001 and 2006.

The National Statistics Institute started a project of this type in Spain that was interrupted, mainly because of budget cuts.

2.2 The European time use survey project

At the beginning of the 90s, the idea of harmonising time use surveys on an international level resurfaced once again. This resulted in a harmonisation project for the whole of the European Union, backed by Eurostat, who had begun to promote social statistics during this time, once the framework of economic statistics had been consolidated.

In March 1992, at a EUROSTAT meeting of the group working on Social Indicators, it was agreed to carry out preparatory work on the harmonisation of European time use surveys. A work group is brought together on this type of survey made up of representatives from EU and EFTA countries, who are responsible for implementing a harmonised survey project. This Eurostat initiative coincides with a growing interest from other international organisations in topics relating to time use (OECD, INSTRW, UN...). At the meeting in April 1993 of the aforementioned work group, a first proposal for the survey methodology was presented. In May 1993, the Statistical Programme Committee indicated the need for greater priority in social statistics. In March 1994, the Committee approved the document titled "New Challenges for Social Statistics in the European Union", which agrees to a new drive to social research.

The analysis contained in the white paper on growth, competitiveness and employment and in the white paper on European Social Policy: the path to follow for the Union, by the Statistical Programme Committee, deal with topics of interest to be considered in the time use surveys:

- Flexibility in working hours, work from home, new distribution of leisure and work time, time dedicated to permanent education and to further education.
- The appearance of new jobs in sectors that are not traditionally paid, such as child and elderly care needs.
- The integration of women from work at home into other activities and education.
- Male-female solidarity, equal opportunities, shared housework responsibilities.
- Maintenance of integration facilities of the elderly population, time use distribution for this population, care received by them.
- Details of daily life and daily pace of activity carried out by social groups of particular interest, such as young people, unemployed and persons with impairments.

The Commission's decision of 22 January 1994 referring to the ways in which Council directive 89/130/EEC EURATOM is applied, which relates to the harmonisation of the calculation of Gross National Product at market prices, emphasises the need for exhaustiveness in GNP estimates. Article 11 refers to

the convenience of tabulating data relating to second jobs, which can be provided by time use surveys, among others.

The concept of GNP, which is increased from the new National Accounting System, includes estimates on the value of the production of services used in households, such as for preparing food or in the care of children and elderly people. The monetary value of time dedicated to these activities can be deduced using a number of different procedures, such as the substitution cost and the opportunity cost. It is estimated that the value of these services could range from 30 and 60 percent of the GNP in European Union countries.

In terms of the survey's definitive design, a number of possible strategies and solutions were considered:

1. Retrospective harmonisation of time use studies existing in some countries and extension to the remaining ones
2. Launching of a new operation
3. Inclusion of a time use module in existing and harmonised surveys, by with other content:
 - a) The inclusion of a module in the Active Population Survey (APS)
 - b) The incorporation of a module in the European Union Household Panel (EUHP).
 - c) The incorporation of a module in the Household Budget Survey (HBS)

After a number of consultations and studies, option number 2 was chosen.

The methodology originally presented by Eurostat features the following general characteristics:

- Sample of about 5,000 households per country, uniformly repeated during the reference or study year. However, given the traditional information requirements on an Autonomous Community level, in the case of Spain it was necessary to consider a sufficient increase in the sample making it possible to provide significant results on that breakdown level.
- Collection via a chronological diary to be completed by all members of the household aged 10 years old and over, referring to two days, one week day plus a Saturday or Sunday. Encoding of the type of activity is to be carried out centrally by the National Statistics Institutes.
- Main variables: primary and secondary activities in each time interval, if the main activity was carried out for persons outside the household itself, and in the company of those carrying out said main activity.
- Other features are collected through a personal interview, filling out a household questionnaire plus one per person.
- The measurement unit used is hours and minutes.

2.3 Pilot studies

At the Statistical Programme Committee's 15th meeting in December 1994, the proposal of a harmonised European time use study and an action programme is submitted for discussion. A pilot study to be carried out in 1995/96, prior to the survey, is recommended. As a result of national requests, which identified these operations as lacking in the system, in March 1995, the INE decided to undertake a pilot study for the Time Use Survey (PSTU) integrated into the harmonised European project.

During spring 1995, the efforts put into the project at the Eurostat headquarters allowed the profiling of the first survey design, which was put to the test in the preliminary trials carried out in Sweden and Italy. The main characteristics of these trials are included in the draft stage of the Spanish pilot study. These tests detected some problems relating to the design. The results of these preliminary trials and their consequences were discussed by the work group at a meeting that took place in Jachranka (Poland) in June 1995. In the first meeting of the group working on the time use surveys, held in October 1995 in Luxembourg, in which representatives from 15 EU countries and another 15 countries took part, an improved design was presented and the main details of the pilot study were set out. In November of this same year, a new qualitative test was carried out in Sweden in order to clarify the specific features of *daily activities*. The aim of the work carried out after this was to determine the definitive design of the pilot study.

Meanwhile, the INE undertook the necessary preliminary work to prepare the launch of the pilot study in the first half of 1996. Adaptation work on the documents in the study was carried out, including the information collection tools, the methodology and definitions and the list of activities. This was done with the aim of integrating the new project in the INE's system of household surveys.

In June 1996, the fieldwork began and continued throughout the whole month. At the beginning of July, the questionnaire collection period closed. Work on the filtering, coding and recording of the different types of questionnaires was carried out between July and September and the log file was generated in October 1996. Subsequently, different tasks were carried out that were focused on an evaluation of the pilot experience (reports to Eurostat, internal documents, tabulation and analysis of the results, response rates, partial non-response, fieldwork strategy, the process of coding *the activity diaries...*) and the result was expressed in the working document *Time Use in Spain Pilot Study*.

At the end of 1996 and the beginning of 1997, pilot studies were developed in nine member states and nine countries in the East. Eurostat carried out the pilot surveys with the aim of perfecting the tools to be used in the main survey and identifying possible gaps in the Survey design. The survey design was, essentially, a merging of the main characteristics contained in the Time Use surveys undertaken by some EU and EFTA countries. The planning of the pilot

studies was undertaken with the help of Finland, Germany, Sweden and the United Kingdom.

2.4 Towards an European harmonization

The conclusions drawn from this study, which were presented at a Statistical Programme Committee (SPC) meeting in March 1998, indicated that despite apparent differences between countries, the harmonisation of time use data was feasible. The SPC entrusted EUROSTAT with the development of recommendations for the harmonisation of European Time Use surveys with the aim of setting out some European foundations to ensure comparability between countries and which each member state could have available for the time use survey design within this framework.

After March 1998, two meetings of the time use surveys working group were organised in November 1998 and November 1999 respectively. The first meeting's main objective was the presentation of the final report on the evaluation of pilot studies on time use, together with a discussion on what should be included in the Eurostat directives for the harmonised European Time Use Survey. A draft of the directives was presented at the second meeting for discussion.

In September 2000, Eurostat published the directives on Harmonised European Time Use Surveys and provided a solid methodological base for the countries interested in undertaking time use surveys, ensuring the comparability of results on an international level and therefore, increasing the value of the results obtained.

The directives are based on recommendations proposed in the final report on pilot surveys together with discussions and comments made during working group meetings, plus the work carried out with the help of the Statistics Institutes in Sweden and Finland and on the comments made on the draft version of the directives contributed by the National Statistics Institutes in EU and EFTA countries and countries in the east.

2.5 After the first wave of surveys

The guidelines for the year 2000 have served as a cornerstone in the process of harmonising time use surveys in the European scope. Nevertheless, based on the experience obtained applying it, Eurostat established a Task Force to update the guidelines under two principles, that of maintaining comparability and that of simplification. The Time Use Survey Working Group, which met in June 2005

established said Task Force and ordered the preparation of a questionnaire for querying with the national statistics institutes el scope of the revision and the national experiences that the guidelines may improve.

The Task Force, composed of eight countries, Spain among them, met four times between November 2005 and June 2007. Its proposals were discussed by the Time Use Survey Working Group at its meeting in April 2008. The agreed amendments were reflected in new guidelines available as of 2008.

In order to carry out this Time Use Survey, the INE has taken these guidelines as a methodological base, in accordance with the experience taken from the previous survey.

For more information on methodology and European results, visit the following web pages:

http://epp.eurostat.ec.europa.eu/portal/page/portal/product_details/publication?p_product_code=KS-RA-08-014

<https://www.h2.scb.se/tus/tus/default.htm>

3. Time Use Survey Methodology

3.1 Objectives of the survey

A study of how people use their time is, by its very nature, sensitive to a wide range of information needs. The main objectives associated with this project are:

- To contribute to the formulating of family and gender-equality policies, such as those relating to the relationship between the division of housework and the increase in the number of women in the labour market; reconciling the demands of paid work and family life; childcare, and caring for disabled persons and those with chronic illnesses.
- To contribute to the preparation of national accounts, in particular producing basic data on the specific flows and activities necessary for estimating the satellite accounts for the Household Sector in the framework of the new methodological developments of the National Accounts. Information will be obtained, making it possible to establish the extent to which, for example, the underestimating of the hours worked occurring as a result of the existence of the black economy and of errors in estimating the production of goods for self-consumption has been significant.
- To contribute to the formulating of policies relating to the working time, supplying more reliable and better quality data regarding the hours effectively worked observed in connection with the appearance of new types of work (for example. so-called teleworking), or due to flexibility and individualisation of working days, which are becoming increasingly more frequent.

- To contribute to the formulating of policies aimed at the most elderly persons, specifically by means of the estimating of the dimension of unpaid work carried out by these persons and their integration into daily life.
- To supply related data for journeys made daily and mode of transport used, in order to establish general policies relating to passenger transport and tourism.
- Lastly, in line with the more traditional orientation of these surveys, it will be endeavoured to show performance relating to the involvement of citizens in cultural and leisure activities.

3.2 Labour units

3.2.1 UNITS OF ANALYSIS

Three basic units of observation and analysis are considered in the survey:

- the individual *members of the household aged 10 and above*
- private *households* residing in main family dwellings
- the *days* of the week.

It is important to note here the definition of **household**, as it is one of the three analysis units, which is defined as the ensemble of people who occupy a main family dwelling, or part of it, in common and consume and/or share food and other goods charged to the same budget.

3.2.2 SAMPLING UNITS

The main sampling unit is considered to be the *census section* and the last *sampling unit* the main family dwelling, *including in the sample* all households resident in the main family dwellings selected.

As a result, each household selected is allocated a day of the week (from Monday to Sunday) to complete the *activity diary*.

3.3 Scope of investigation

3.3.1 POPULATION SCOPE

The population under study is the ensemble of private households that live in main family dwellings and the ensemble of people, members of the household, belonging to the aforementioned households.

Even though people of all ages comprise the initial sample (target population), only those members of the household aged 10 and above will be researched in depth.

Therefore, all persons aged 10 years old and over should complete the *activity diary* and the *individual questionnaire*.

Persons resident in *group households* are excluded.

3.3.2 TERRITORIAL SCOPE

This includes all of Spain.

3.3.3 TIME SCOPE AND REFERENCE PERIODS

The fieldwork will be carried out throughout an entire year, from the 1 October 2009 to 30 September 2010, obtaining information from all weeks in the year.

There are various reference periods depending on the questionnaire:

- In the *individual questionnaire*, the previous week is taken as the reference period, from Monday to Sunday.
- In the *activity diary*, the 24 hours in the day are taken as the reference period, divided into 10-minute periods.
- In the *weekly paid work schedule* a week is taken as the reference period, having the seventh day of the week coincide with the day on which the *activity diary should be completed*.

3.3.4 SURVEY PERIODICITY

The periodicity of this type of survey is fairly changeable. There are examples of ten-yearly, five-yearly and triennial surveys. As was mentioned in the previous Time Use Survey, it was carried out during the years 2002 and 2003, therefore there will be a 7-year difference regarding the new 2009-2010 Time Use Survey. However, this survey is considered to have a non-periodical nature, unless it is granted a fixed periodicity in the next National Statistical Plan.

3.4 Basic concepts

For the purpose of ensuring the comparability between different sources, as regards the common characteristics that might exist, the same definitions are used as in existing surveys, such as the Household Budget Survey (HBS) and the Living Conditions Survey (LCS), although, for the purposes of temporal comparability, the definitions of the previous Time Use Survey have also been taken into account.

This section only explicitly includes the main, basic concepts used in the survey.

FAMILY DWELLING

A **family dwelling** is considered to be any room or set of rooms and their outbuildings which occupy a building or a structurally separated part thereof and that, by the way in which they have been constructed, reconstructed or transformed, are destined to be habited by one or several *households* and on the date of the interview are not used totally for other purposes.

Also included in this definition are:

- Fixed dwellings: semi-permanent or improvised with waste materials (tins, boxes,...) or which were not designed or reformed for residential use, but constitute the main and usual residence of one or more *households* (huts or cabins, shacks, stables, barns, mills, garages, storage units, caves or natural shelters).
- Dwellings of a family nature existing within collective dwellings, so long as they are for the managing, administrative or service personnel of the collective establishment.

MAIN FAMILY DWELLING

Main family dwelling is **considered to be** all *family dwellings* that are used as the usual residence of one or more *households*.

HOUSEHOLD

The first question to be considered when carrying out the survey in the dwellings selected in the sample is the correct identification of the *household*, as the *same dwelling there may be one single household* -the most common situation- or *several households*. As a result, it's necessary to previously identify if there are one or more *households* living in the dwelling, with the aim of undertaking the survey in each of these *households*.

In order to correctly make this identification, the definition of *household* in this research must be stuck to.

The **household** is defined as the person or group of people who jointly occupy a *main family dwelling* or part of it and consume and/or share food and other goods charged to the same budget.

In accordance with this definition, the following has to be borne in mind:

- a) A *household* is composed by a single person (*single-person household*) or several persons (*multi-person household*).

b) The persons who make up the *household* may or not be blood relatives. In fact, the *household* may be formed exclusively by unrelated persons, by a family and unrelated persons or only by a family.

c) A *household* is a set of persons who share a main family *dwelling*. Thus, the group of persons that reside in a group establishment (hospital, hotel, student residence...) do not compose a private *household*. However, it is important to bear in mind that within the group establishment building there may be a *household* such as for example the case of a prison director who lives inside the prison premises.

d) A *household* is a group of persons sharing costs, in other words, with a *joint budget*, with budget being defined as a joint fund enabling the person entrusted with managing the *household* to defray the joint costs thereof. Persons who have a partially independent income, if they share the majority of the main costs - dwelling and/or food - with other *household members*, are not considered to form a different household.

In general, persons with a common economy are both those who contribute resources collaborating to defray common costs, and those who do not contribute resources but do profit from the expenses of the common economy.

e) This survey applies a restrictive and specific criterion, considering that the same dwelling comprises several *households* only if they have separate economies -that are independent regarding all relevant expenses- and occupy different and demarcated areas of the dwelling, even though there may be common areas (for example, dwellings with subtenants or dwellings shared by two or more families that have independent economies even though they share certain expenses like electricity, water or rent).

In this regard, the following rules have been taken into account:

- When **only** independent persons live in the same dwelling between themselves, who use one or more rooms exclusively and who do not have a common budget, it will be considered that each persons constitutes a *household* as long as the number of these persons is less than or equal to 5. In this case, each person will be considered an independent *household* and each one will be interviewed. On the contrary, when the number of persons with these characteristics resident in the dwelling is greater than 5, the dwelling will not be considered as a *family dwelling*, rather a group establishment, and as a result will not be surveyed.

- When persons who use one or more rooms exclusively and who do not have a common budget live in the same dwelling (**subtenants**,...) and there are other people who do constitute a *household* and have a common budget, the *household questionnaire* will be completed and the remaining questionnaires from this survey, referring to the people who do constitute a *household*. The rest of the persons resident in the same dwelling will be considered as independent *households* regardless of whether their number is equal to or less than 5. Each one of them should be interviewed. On the other hand, if the number of these persons is greater than 5, they will not be investigated.

When there are *students* living in the same dwelling who do not have joint finances and depend financially on another household, they are not considered members of the household that is being surveyed, rather members of the household that contributes money so that they are able to pay their expenses. In this case, if the dwelling is occupied *exclusively by people with this characteristic, none of these are considered* for interview and the dwelling is classified as used for other purposes. If the dwelling is occupied by people with the aforementioned *characteristics and other people as well who do constitute a household (for example, a family with students living in the dwelling)*, all sections of the *household survey* will be completed, as well as the other questionnaires referring to people who do constitute a household, but the students shall not be considered household members and as a result, shall both be interviewed.

f) The difference between a *household* living in a *family dwelling* and a set of people who do not constitute a family *household* living in a group establishment, is obvious in the majority of cases. In cases that are doubtful, and which are not common, a decision should be made by bearing in mind the institutional nature of the set of persons, with residences in which the institutional nature predominates regarded as group establishments over the coexistence, and *households* resident in family dwellings those groups coming together in order to share the residence and/or the common expenses.

Therefore, buildings used as residences for small religious communities, or as small communities with therapeutic purposes - accommodation for children and elderly people...- should not be considered as family dwellings, rather as group establishments.

MEMBERS OF THE HOUSEHOLD

The conditions set out to determine which persons are *household members* aim to avoid the possibility of the same person being classified in more than one household or, conversely, not being classified in any household.

When applying these criteria, the intention is to minimise both the risk of duplication in the sampling framework for individuals who may be counted at two private addresses, and the risk of some persons who actually belong to the household sector being excluded as members of any household.

Requirements for being a household member

The conditions set out for being a household member are as follows:

1. To normally reside in the dwelling.
2. To share the household expenses.

Moreover, when certain criteria are fulfilled, the following categories of person will also be considered household members:

3. Guests, guests or lodgers.

4. Guests.
5. Resident household employees, au-pair.
6. Residents absent from the dwelling for a short amount of time (holidays, work, studies, etc.).
7. Absent children who are in education.
8. Persons associated with the household absent for an extended period: working away from home.
9. Persons associated with the household temporarily absent: hospital, clinic or another situation.

The criteria that must be fulfilled are as follows:

Categories 3, 4, 5 and 6 are regarded as household members if they share the household expenses and they currently have no other private address that they regard as their usual place of residence.

Categories 7 and 8, regardless of the actual or anticipated duration of their absence, are considered household members if they share the household expenses and they currently have no other private address that they regard as their usual place of residence.

Category 9 is regarded as a household member if he or she shares the household expenses, has no other private address that he or she regards as his or her usual place of residence, the person remains economically dependent on the household, and the actual or anticipated duration of his or her absence from the household is less than six months.

A. To usually reside

A person is regarded as usually residing in a dwelling **if he or she spends most of his or her free time in said dwelling**, and the period comprising the last six months must be considered. Persons forming new households, or joining existing households, will normally be considered members of the new address; in the same way, persons who leave their household to go and live anywhere else will cease to be regarded as members of the original household. The “last six months” criterion mentioned above will be replaced by the plan to reside for a period of six months or more in the new place of residence.

What could be regarded as a “permanent” coming or going from households should be taken into account. In other words, a person moving into a dwelling for an unlimited period of time, or planning to reside there for a period of six months or more, will be regarded as residing in this dwelling, even though he or she has not spent six months there and even though he or she has actually spent most of the time in any other place of residence. Similarly, a person who has left his or her residence in order to go elsewhere with the intention of being away six months or more, will not be regarded as normally residing in this dwelling.

If a person who is temporarily absent is in a private dwelling, he or she will be regarded as a member of the current household or of the previous one, depending on the time that his or her absence lasts. Exceptionally, specific categories of persons who maintain very close ties with the household may be considered members of the latter, regardless of the duration of their absence, so long as they are not considered members of another private household (see special cases).

B. Sharing expenses and/or income. Economic dependency and joint finances

A person fulfilling the previous requirements to be considered as a regular resident of a dwelling is a member of the same household as the other persons that reside within if they share joint **finances**, that is to say, if they share the household expenses.

Sharing the household expenses means **profiting from expenses** (children, persons with no income, etc.), **and/or contributing to income**. If expenses are not shared, the person constitutes a separate household at the same address.

In general, the minimum expenses that must be shared, that is, must be charged to joint finances in order for a person to be regarded as a member of the household, are those relating to the dwelling and/or food.

However, persons who are absent and during the interview period do not carry out that type of expenditure, may also be deemed to be sharing expenses and/or income, either because they depend on the household economically (absent students without economic independence) or because, being temporarily absent, they contribute with their income to the family finances (absent spouse).

A person is regarded as depending economically on the household when he or she takes part in the budget thereof, in other words, share expenses and/or income with the rest of the persons composing the household. **The same financing** is considered to be the joint fund allowing the person in charge of running the household to defray joint expenses of the latter.

C. Presence / absence

A person is regarded as **present** if he or she spends at least one night during the week of completing the diary, or else the previous week.

A person who normally resides regularly in a dwelling is considered **absent** (temporarily) if he or she does **not sleep in the dwelling any of the nights of the interview period**.

Reasons for absence may be:

- Studying: For example, students residing in a group household or in a student flat during term-time and dependent economically on the household.

- Temporary work: For example, a household member temporarily working away from home.
- Illness: For example, persons admitted to hospital, sanatorium, etc. who are economically dependent on this household and are considering returning to it (in such cases, the duration of the absence is used to determine whether the person is a household member or not).
- Other causes: For example, persons in prison, asylums, etc.

SPECIAL CASES RELATING TO HOUSEHOLD MEMBERS

As mentioned previously, the general conditions that must be fulfilled in order to determine whether a person is or is not a household member are that of normally residing in the dwelling, and that of sharing expenses with the household.

Below, special cases are dealt with, taking into account both criteria:

1.- **Students absent** from the household of origin, who during term time reside:

- **In a collective establishment** (student residence, residence, lodgings etc.), either **share a flat with other classmates or live alone in a dwelling**: if they depend economically on the household of origin, they are members thereof. If they are economically independent and share a flat, each of them is considered a household.

A number of situations may arise from applying the previous criteria:

- a. students sharing a flat may end up being members of their parents' household (unsurveyable dwelling).
- b. there are students who end up being members of their parents' household and other persons who are members of the household in which the interview is conducted (surveyable dwelling), which in turn may be composed by one or more households (for example, a flat with three students: one may be a member of their parents' household, and the others may compose two independent households, who would be taken into account if this dwelling were selected).

- **In a relative's house**: if they depend economically on the household of origin (for example, periodically receiving remittances from the latter), they will be members of this household. Otherwise, they will belong to the household of the relative with whom they reside.

2.- **Other non-student temporary absentees** maintaining close links with the household (for example, the spouse or a daughter who has moved to a different city for work reasons): if they depend economically on the latter (contributing with their income, etc.) they are members of the household from which they are absent (since once again in this case the criteria of usual residence should not apply in the strict sense). Otherwise they are members of another household.

3.- Domestic service and guests: generally they share minimal household expenses, therefore they will be household members if they consider that dwelling to be their usual residence.

4.- Those present or absent, residing throughout the year in a number of family dwellings, will be regarded as members of the household of which they or their spouses subjectively regard themselves as members.

5.- Persons present, without a regular residence: a person residing in a dwelling from the sample at the time of the survey, and due to any set of circumstances does not have a dwelling that he or she can regard as his or her usual residence, the latter will be regarded as his or her usual dwelling.

REFERENCE MEMBER OF HOUSEHOLD

The **reference person of the household** is regarded as being that member of the *household* aged 18 years old or over, who resides in the dwelling, and in whose name the property deed the rental or sub-lease contract appear. In the case of free transfer, it is the individual to whom the dwelling has been transferred.

If several persons shared responsibility for the dwelling, the person considered will be the one contributing the most income to the financing thereof.

3.5 Main characteristics to research in the survey

3.5.1 MAIN ACTIVITY

The essential criteria for defining the *main activity* is the action itself, what the person is doing at a particular moment. These criteria need to be qualified.

In order to use this variable reasonable, we are interested in collecting just one action at a given moment, but at certain times, several actions are carried out simultaneously (for example, ironing, listening to the radio and paying attention to a child). For this reason, the questionnaire design has introduced two columns referring to the action carried out at a given time, one for the main action and the other column for the secondary action, with instructions to ensure that only one action is recorded in each column. Therefore it is the informant him or herself who decides which is the main action of several that he or she are carrying out.

On the other hand, all actions are undertaken within a context and are carried out within surrounding circumstances, in other words, the same action can be undertaken in different places (working from home or in an office) or with different people (looking after children or adults), meaning that the action itself doesn't convey contextual information.

Given these nuances, we've agreed on the definition of **main activity** as main action carried out by the informant at a given moment (whatever is recorded), qualified by the circumstances or context accompanying the action.

The data referring to the main activity is collected in the *activity diary*, however, the item of data collected in the first column of the *diary* provides us with what, depending on the definition, we would call main action, and not the main activity directly. However, in most cases, main action and main activity coincide. This is due to the fact that the main action is the starting point for obtaining the main activity. According to the definition adopted, the circumstances or context will convert one single main action into various main activities. One example is the action games, as depending on how it has been recorded on its own, with children from the household or with other acquaintances in the box "in the company of", the main activity will be games alone, with children or society games, respectively.

This variable is encoded using the classification given for the *main activity in the list of activities*⁴. This classification follows a hierarchical order of basic activities and includes:

- Personal time needed (physiological needs, personal care)
- Time employed or committed (work, studies)
- Time committed to other activities (domestic tasks)
- Free time

The development of these aspects of activity has resulted in the creation of the *main activity* classification with hierarchical structure with up to three digits. In the results tables, the main activity will be classified using the 1 digit division (10 groups) and in some cases 2 or 3 digits (33 and 115 groups, respectively) (see section 3.8.2)

The most frequently used statistics or estimates in relation to this main variable for a breakdown level of 2 digits in the main activity are:

- Distribution of activities during an average day by type of day.
- Percentage of people who carry out an activity during the course of the day.
- Average daily amount of time given over to the activity by persons carrying out.
- Percentage of persons who perform the same activity at the same time of day ('Rhythms of daily activity').

3.5.2 OTHER CHARACTERISTICS TO RESEARCH IN THE SURVEY

⁴ For more information on the *list of activities* see section 3.8.2. To consult the *list of activities* see annex I.

By virtue of the simultaneousness of actions that may be presented, some investigations are concerned with ascertaining the main activity performed, but also the secondary activity carried out at the same time as the main one, as well as the group of main and secondary activities performed.

Therefore, this survey also studies the percentage of persons who carry out a secondary activity during the day and the average time given over to these secondary activities, as well as the percentage of persons carrying out a specific action, whether the latter is the main one or the secondary one, and the total time dedicated to it.

In the latter case, in order to avoid duplication, for the purposes of taking part in a specific main or secondary activity, a person performing a specific activity, both main at some time during the day, and secondary at a different time, is only counted once for calculating the percentage of persons performing them.

With regard to the average daily duration given over to a main or secondary, only times given over to secondary activities that do not coincide with the main activity noted at the same time of day are counted.

Thus, for example, if a person at some point during the day carries out specific culinary activities (code 31) as a main activity, but at the same time is looking after a child (code 38) as a secondary activity, at a one-digit level, in other words, household and family activities (code 3), regarding involvement that person is only counted once, and the time given over is that corresponding to that of the main activity or to that of the secondary one, but not to both. However, at a two-digit level, time given over to culinary activities would be counted in code 31, and time corresponding to childcare to code 38.

On the other hand, given the interest expressed by the presentation of the High Council on Statistics responsible for approving the project for this survey, at the suggestion of Spain, the Workgroup in charge of harmonising the methodology for the European time use survey was interested in researching the weekly paid work schedule, allowing, on the one hand, the contrasting of information included in the diary of activities, for which the last day of the week for completing the work schedule was made to coincide with the day on which the diary was completed, and on the other hand, information was obtained on the previous six days' schedule. The method for obtaining this information consisted of marking in 15-minute intervals time actually worked.

The main indicators obtained were as follows:

- The percentage of persons who have worked with regard to the total number of employed persons.
- The average number of hours worked weekly by persons who have worked.
- The average number of hours worked weekly by the total number of employed persons.
- The average number of weekly hours worked for the total of employed persons.

- The percentage of persons who are working at the same time of the day at the beginning of each hour, with regard to the total number of employed persons ('daily rates of paid work').

For practical purposes, due to the voluntary nature of completing this questionnaire and, via the actual survey mechanism, the different reference period between the last reference week of completion of the individual questionnaire in which respondents were asked the relationship with the activity and the reference week of the paid work schedule, those who had fulfilled the schedule were considered employed persons, regardless of their self-classification in the individual questionnaire.

3.6 Main classification variables

The classification variables used in the basic exploitation of results are grouped according to their nature in: variables relating to time, variables relating to the person, variables relating to the person's economic activity, variables relating to the household and variables relating to the place of residence.

3.6.1 VARIABLES RELATING TO TIME

TYPE OF DAY OF THE WEEK

This is classified as:

- Monday to Thursday
- Friday to Sunday
 - Friday
 - Saturday
 - Sunday

QUARTER OF THE YEAR.

This is classified as:

- 1st Quarter (January-March)
- 2nd Quarter (April-June)
- 3rd Quarter (July-September)
- 4th Quarter (October-December)

3.6.2 VARIABLES RELATING TO PEOPLE

SEX

This is the main classification variable and it will be combined with all the others. Its classification is obvious:

- Female
- Male

AGE

This is classified as:

- Under 25 years old
 - From 10 to 15 years of age
 - From 16 to 24
- From 25 to 44 years old
- 45 to 64 years old
- 65 years old or over

EDUCATIONAL LEVEL ATTAINED

This is classified as:

- Uneducated
- Primary education or the equivalent
- 1st stage Secondary Education (first year of GCSE or equivalent)
- Post-Secondary studies (Post-Secondary Graduate, Secondary school, Post-secondary non-higher education, Pre-University Course)
- Intermediate-level professional education or the equivalent
- Advanced professional training or the equivalent
- First-cycle university studies or equivalent
- Second- or third-cycle university studies or equivalent

STATE OF HEALTH PERCEIVED

This is classified as:

- Very good
- Good
- Acceptable
- Poor
- Very poor

COUNTRY OF BIRTH

This is classified as:

- Spain
- Outside Spain
 - A country in the European Union
 - Another country

NATIONALITY

This is classified as:

- Spanish
- Foreign
 - From a country in the European Union
 - From another country (including stateless)

LEGAL MARITAL STATUS

This is classified as:

- Single (never married)
- Married (including registered common law couple)
- Widow(er) who has not (including widowers from registered common-law couples)
- Separated or divorced who has not remarried

COHABITATING AS A COUPLE

This is classified as:

- Currently living with a partner
- Not currently living with a partner

3.6.3 RELATING TO A PERSON'S ECONOMIC ACTIVITY

RELATION WITH ACTIVITY AND PROFESSIONAL SITUATION WITH REGARDS FIRST JOB

This is classified as:

- Active person
 - o Employed (worked at least 1 hour) or temporally absent from work
 - Employer

- Wage-earner
- Unemployed persons
- Inactive person
 - Student receiving training
 - Person receiving a retirement or pre-retirement pension
 - Person receiving a permanent disability pension
 - Drawing a widow's or orphan's pension
 - Carrying out voluntary social tasks
 - Carrying out or sharing housework (including childcare and care of adults)
 - Another situation

TYPE OF WORKING DAY OF EMPLOYED PERSONS

This is classified as:

- Full-time
- Part-time

TYPE OF SCHEDULE OF EMPLOYED PERSONS

This is classified as:

- Intensive working day without break
- Split shift

TYPE OF EMPLOYEE CONTRACT

This is classified as:

- With permanent contracts
- With a temporary or determined duration contract

SECOND JOB

This is classified as:

- With a second job
- Without a second job

EMPLOYMENT IN THE MAIN JOB OF EMPLOYED PERSONS

It is classified by National Classification of Occupations (NCO) 1994 in:

1. Management of companies and public administrations
2. Scientific and intellectual technicians and professionals
3. Support technicians and professionals
4. Administrative type employees

5. Workers in catering, personal, and protection services and trade salespersons
6. Skilled agricultural and fishery workers
7. Craftspersons and skilled workers in manufacturing and construction (except installation and operators)
8. Installation and machinery operators and assemblers
9. Unskilled workers
0. Armed forces

ACTIVITY OF THE MAIN WORK ESTABLISHMENT

It is classified in accordance with the Classification of Economic Activities (CNAE) 2009 in:

- Agriculture, livestock, forestry and fishing (CNAE A)
- Mining and quarrying (CNAE B)
- Manufacturing industry (CNAE C)
- Supply of electrical energy, gas, steam and air conditioning (CNAE D)
- Water supply, waste management and decontamination activities (CNAE E)
- Construction (CNAE F)
- Trade; repair of motor vehicles and motorcycles (CNAE G)
- Transport and storage (CNAE H)
- Accommodation (CNAE I)
- Information and communications (CNAE J)
- Financial and insurance activities (CNAE K)
- Real estate activities (CNAE L)
- Professional, scientific and technical activities (CNAE M)
- Administrative and support service activities (CNAE N)
- Public administration and defence; compulsory social security (CNAE O)
- Education (CNAE P)
- Health and social services activities (CNAE Q)
- Arts, recreation and entertainment activities (CNAE R)
- Other services (CNAE S)
- Activities of private households with employed housekeeping staff (CNAE T)
- Activities of extraterritorial organisations and bodies (CNAE U)

3.6.4 RELATING TO THE HOUSEHOLD

TYPE OF HOUSEHOLD

This is classified as:

- Single-person household
- Couple alone
- Couple with children

- Father or mother alone with at least one child
- Another type of household

HOUSEHOLD SIZE

This is classified as:

- Single-person household
- Household of 2 members
- Household of 3 members
- Household of 4 members
- Household of 5 or more members

CHILDREN AGED UNDER 10 YEARS OLD IN THE HOUSEHOLD

This is classified as:

- Children aged under 10 years old
- Without children under 10 years old

DEPENDENT ADULTS IN THE HOUSEHOLD

This is classified as:

- With dependent adults
- Without dependent adults

CHILDREN AGED UNDER 18 YEARS OLD IN ANOTHER HOUSEHOLD

This is classified as:

- With children aged under 18 years old in another household
- Without children aged under 18 years old in another household

HOUSEKEEPING STAFF IN THE HOUSEHOLD IN WHICH THEY LIVE

This is classified as:

- With domestic service
- Without domestic service

REGULAR NET MONTHLY INCOME IN THE HOUSEHOLD IN WHICH HE OR SHE LIVES

The sum of average regular income from all sources, received by all members of the household as an average of the last 12 months should be counted, deducting taxes and social contributions. It is necessary to average the extraordinary payments and other extraordinary income received on a regular basis.

The income should be taken into account for all household members, whether or not the full amount or part of this income is contributed to defraying the household expenses.

When calculating the amount of this monthly income, it should be borne in mind that for **income from working for others**, the pro rata for regular income not on a monthly basis must be added to the monthly income (extraordinary payments received regularly). For **income from working for oneself**, deductible expenses, withholding of income from work or payments in instalments must be deducted from the value of the monthly income.

Is there more than one household in the dwelling, income must be collected for each household separately from the rest.

The following regular net monthly income brackets for the group of household members are considered:

- Up to 1,200 €
- From 1,201 to 2,000 €
- From 2,001 to 3,000 €
- Over 3,000 €
- Does not know/ Does not answer

3.6.5 RELATING TO THE PLACE OF RESIDENCE

AUTONOMOUS COMMUNITY OF RESIDENCE

The 17 Autonomous Communities, plus Ceuta and Melilla are considered:

- Andalucía
- Aragón
- Asturias, Principado de
- Balears, Ills
- Canarias
- Cantabria
- Castilla y León
- Castilla-La Mancha
- Cataluña
- Comunitat Valenciana
- Extremadura
- Galicia
- Madrid, Comunidad de
- Murcia, Región de
- Navarra, Comunidad Foral de
- País Vasco
- Rioja, La
- Ceuta y Melilla

SIZE OF THE MUNICIPALITY IN WHICH HE OR SHE LIVES

This is classified as:

- Provincial capital municipalities with more than 100,000 inhabitants
- Municipalities with 50,000 to 100,000 inhabitants
- Municipalities with 20,000 to 50,000 inhabitants
- Municipalities with 10,000 to 20,000 inhabitants
- Municipalities with fewer than 10,000 inhabitants

3.7 Sample design

3.7.1 TYPE OF SAMPLING

A two-stage sampling has been used, stratifying stage one units.

The census sections make up the first stage units.

The second-stage units are the main family dwellings. Within these units there is no subsample and all households who have their usual residence within the units are researched. Only those people aged 10 years old or above are studied in the survey and should fill out an *individual questionnaire* and the *activity diary*.

The framework used for selecting first-stage units has been a framework of geographical areas composed of the list of census sections existing as of 1 January 2009. For the second-stage units, the list of main family dwellings in each one of the sections selected for the sample has been used. This relationship between dwellings was obtained by using the list of inhabitants in the Continuous Register on the previously mentioned date.

For each Autonomous Community, an independent sample is designed that represents it, as one of the survey's objectives is to facilitate data with this level of breakdown.

The sections are grouped into strata within each Autonomous Community, in accordance with the size of the municipality to which the section belongs.

The following strata are considered:

Stratum 0: Municipalities with more than 500,000 inhabitants.

Stratum 1: Provincial capitals not included in stratum 0.

Stratum 2: Municipalities with more than 100,000 inhabitants not included in the previous strata.

Stratum 3: Municipalities with between 50,000 and 100,000 inhabitants and which are not provincial capitals.

Stratum 4: Municipalities with between 20,000 and 50,000 inhabitants and which are not provincial capitals.

Stratum 5: Municipalities between 10,000 and 20,000 inhabitants

Stratum 6: Municipalities with less than 10,000 inhabitants.

3.7.2 SIZE OF THE SAMPLE. ALLOCATION

In order to determine the sample size it is necessary to have a certain level of knowledge of the population with regards the basic characteristics under study and the breakdown level to be used to analyse the data.

The main objectives set out for this survey, for the purposes of calculating sample size, are those of providing reliable estimates for the following features:

a) On a national level:

- Percentage of persons who carried out a main activity, on a two-digit level, during the course of the day.
- Minimum daily amount of time (hh:mm) given over to the main activity by the persons carrying it out.
- Distribution of main activities, on a two-digit level, on an average day by type of day, distinguishing between diary days (Monday to Thursday) and Fridays, Saturdays and Sundays.

b) For Autonomous Communities:

- Percentage of persons carrying out an activity over the course of the day, considering the classification of activities on a single-digit level.

Considering that the data is obtained from completing a diary of activities, the sampling unit is the person / day. Bearing in mind the average size of the dwelling, analysis of results obtained from the 2002-2003 survey estimates and the experience contributed by other countries, it was estimated that, in order to achieve the previous objectives, a sample was needed of approximately 9,000 dwellings.

From the point of view of fieldwork, it has been deemed ideal for each section to have 8 dwellings selected, therefore a sample of approximately 1200 census sections has been set.

Notwithstanding the aforementioned, and bearing in mind that the behaviour of the population is more heterogeneous in larger-sized municipalities, and that in the latter a greater number of incidents is expected, the number of dwellings to be selected in the sections for municipalities with 50,000 inhabitants or more to 10, therefore the size of the final sample has been around 11,000 dwellings.

The distribution of the primary unit sample between Autonomous Communities has been carried out by taking into consideration an allocation that is both uniform and proportional, assigning a minimum of 300 family dwellings to each Community, as with this size it is hoped that variation coefficients below 12% can be obtained for the main activities.

Within each Autonomous Community, the sample of sections has been distributed among the different strata in proportion to the size of the population.

In the Comunidad Foral de Navarra, the sample originally allocated has increased via an agreement signed with said Community in order to be able to perform an analysis with a greater level of breakdown.

Below the size of the final sample of primary units and dwellings assigned to each Community is presented.

Distribution of the sample by Autonomous Community

Autonomous Community	Dwellings	Sections
Andalucía	1,272	141
Aragón	494	54
Asturias, Principado de	440	48
Balears, Illes	452	48
Canarias	544	60
Cantabria	370	42
Castilla y León	650	72
Castilla-La Mancha	516	60
Cataluña	1,274	140
Comunitat Valenciana	894	100
Extremadura	414	47
Galicia	684	78
Madrid, Comunidad de	1,126	116
Murcia, Región de	456	50
Navarra, Comunidad Foral de	380+356=736	44+43=87
País Vasco	538	60
Rioja, La	358	40
Ceuta y Melilla	320	32
National total employed persons	11,182+356=11,538	1,232+43=1,275

3.7.3. SELECTION OF THE SAMPLE

The census sections have been selected within each stratum with probability proportional to their size.

The dwellings are selected in each section with equal probability using a systematic sample with random start.

This procedure leads to self-weighted samples in each stratum.

3.7.4 DISTRIBUTION OF THE SAMPLE IN TIME

Each member of the household (10 years old or over) had to complete a diary of activities referring to a day of the week.

In order for all the days in the year to be represented, the sample of sections is distributed uniformly throughout. Since there is a greater variability in the behaviour of the population during the weekend, the sample of dwellings has been boosted on those days.

In order to achieve said objectives, the dwellings in each section have been assigned different days of the week for completing diaries, such that, for example, in the type A sections, 10 dwellings, 4 dwellings complete the diary on a randomly assigned day between Monday and Thursday, 2 dwellings complete it on Friday, two on Saturday and another two on Sunday.

Distribution is as follows:

Day	Monday to Thursday	Friday	Saturday	Sunday	Type
No. of Dwellings	4	2	2	2	A
	3	1	2	2	B
	3	2	1	2	C
	3	2	2	1	D

3.7.5 ESTIMATORS

GENERAL EXPRESSION OF THE ESTIMATOR

In order to estimate an X feature with subsample t in geographical area G, an estimator has been used that is obtained via the following steps:

1. Horvitz-Thompson estimator based on the design factor.
2. Adjustment factor in each Autonomous Community, by groups of weeks and strata. The objective is to recover the sample of persons at said level.
3. Separate ratio estimator, to adjust to the population projection in each stratum h.

In accordance with the aforementioned, the estimator expression is as follows:

$$\hat{X}_G^{(t)} = \sum_{h \in G} \hat{X}_h^{(t)} = \sum_{h \in G} \frac{\sum_{g_{kr} \in h} F_{g_{kr}}^{(t)} \sum_{i=1}^{n_h} \sum_{j=1}^{m_{ih}^{(t)}} x_{jih}}{\sum_{g_{kr} \in h} F_{g_{kr}}^{(t)} \sum_{i=1}^{n_h} \sum_{j=1}^{m_{ih}^{(t)}} p_{jih}} P_h$$

where:

$\hat{X}_h^{(t)}$ = Estimator of characteristic X in stratum h, obtained with subsample t. Super-index t refers to the subsample of households completing the diary from Monday to Thursday (t=1), on Friday (t=2), on Saturday (t=3) or on Sunday (t=4).

$P_h = Ph$ = Population projection referring to half the survey period in stratum h, geographical area G.

$F_{g_{kr}}^{(t)}$ = Adjustment factor in group g for weeks and strata, in subsample t.

Two groups of strata k (0.1 and 2, and remaining ones) and four groups of thirteen weeks r are considered.

This factor has the expression:

$$F_{g_{kr}}^{(t)} = \frac{\sum_r p_{g_{kr}}}{52} \cdot 13$$

$p_{g_{kr}}$ = real sample of persons in adjustment group g_{kr} households

$m_{ih}^{(t)}$ = Total households surveyed in the dwellings in subsample t in section i, stratum h.

p_{jih} = Population in household j of section i, stratum h.

x_{jih} = Total of persons who possess characteristic X in household j, from section i, stratum h.

n_h = number of sections in the h stratum

This estimator can be expressed thus:

$$\hat{X}_G^{(t)} = \sum_h \sum_i \sum_j k_{jih} x_{jih}$$

4. The final estimator is obtained by finding a new weight d_{jih} in such a way that the following is checked:

- a) That the estimate, from the sample, of the population by age groups and sex in each Community coincides with the population projection, in other words,

$$\hat{P}_{A(es)}^{(t)} = \sum_{h \in A} \sum_i \sum_j d_{jih} \cdot p_{jih(es)} = P_{A(es)}$$

where:

$\hat{P}_{A(es)}^{(t)}$ = $p_{A(es)}$ = Total estimated, using the sample, of people who belong to the age group and sex (es), in Community A.

$P_{A(es)}$ = Demographic projection of the group (es) population in Community A.

$p_{jih(es)}$ = Total of persons in household sample j who belong to age and sex group (es).

- b) The estimate, from the sample, of the population by age groups and sex in each Community coincides with the population projection, in other words

$$\hat{P}_{A(ex)}^{(t)} = \sum_{h \in A} \sum_i \sum_j d_{jih} \cdot p_{jih(ex)} = P_{A(ex)}$$

where:

$\hat{P}_{A(ex)}^{(t)}$ = Total estimated, using the sub-sample t, of foreign nationals in Community A.

$P_{A(ex)}$ = Demographic projection of foreign population in Community A.

$p_{jih(ex)}$ = Total number of foreign nationals in household sample j.

- c) The distance between k_{jih} and d_{jih} is minimal, according to the previously established distance.

The CALMAR software is used for this adjustment, which is developed by the French statistics office (INSEE).

The estimator's final expression is:

$$\hat{X}_G^{(t)} = \sum_h \sum_i \sum_j d_{jih} x_{jih}$$

which may be expressed in a simplified way:

$$\hat{X}_G^{(t)} = \sum_j d_j x_j$$

where the \sum_j is expanded to the area to which the estimate refers, households or, x_j is a variable that takes the value 1 or 0 according to whether or not the household or person possesses the researched feature, and d_j is the weight or raising factor.

The survey estimates are obtained as the average of those obtained from each of the subsamples.

OBTAINING INDICATORS

1. INDICATORS OF DAILY ACTIVITY

- **Average number of people that carry out an activity C and that have the feature K**

$$\hat{P}_{k,c} = \frac{4 \cdot \hat{P}_{k,c}^{(1)} + \hat{P}_{k,c}^{(2)} + \hat{P}_{k,c}^{(3)} + \hat{P}_{k,c}^{(4)}}{7}$$

where:

$$\hat{P}_{k,c}^{(t)} = \sum_j d_j x_j, \text{ where } x_j \text{ takes the value 1 if the individual with characteristic K}$$

carries out activity C y 0 if this is the opposite.

\sum_j is extended to all people in subsample t who complete the diary.

- **Daily percentage of persons that carry out an activity C and that have the feature K**

$$\hat{P}_{k,c} = \frac{\hat{P}_{k,c}}{\hat{P}_k}$$

\hat{P}_k is the estimate of persons with feature K

- **Average daily amount of time spent on activity C by persons with feature K**

$$\hat{T}_{k,c} = \frac{\hat{T}_{k,c}}{\hat{P}_{k,c}}$$

where:

$\hat{T}_{k,c} = \frac{4\hat{T}_{k,c}^{(1)} + \hat{T}_{k,c}^{(2)} + \hat{T}_{k,c}^{(3)} + \hat{T}_{k,c}^{(4)}}{7}$ the estimate of the total amount of time given over by persons, with feature K, to activity C, each day.

$\hat{T}_{k,c}^{(t)} = \sum_j d_j t_{jkC}$ the estimate of the total amount of time given over by persons, with feature K, to activity C, from subsample t.

t_{jkC} = Time given over by individual j, who possesses feature K to activity C.

- **Distribution of activities on an average day by persons with feature K.**

Obtained as a quotient between the total time (expressed in minutes) spent on an activity by people in the group and the total time available to these people.

$$\hat{D}_{k,c} = \frac{\hat{T}_{k,c}}{\hat{P}_k \cdot 1440}$$

where:

$\hat{P}_k = \frac{4\hat{P}_k^{(1)} + \hat{P}_k^{(2)} + \hat{P}_k^{(3)} + \hat{P}_k^{(4)}}{7}$ = Estimated total persons who belong to age and sex group in province K.

1440 is the number of minutes in a day.

2 PAID WORK SCHEDULE INDICATORS

- **Percentage of persons with the feature k who have worked as compared with the total number of employed persons with feature k.**

$$\hat{P}_k = \frac{\sum_{t=1}^4 \alpha_t \hat{P}_{k,T}^{(t)}}{\sum_{t=1}^4 \alpha_t \hat{P}_{k,O}^{(t)}}$$

where:

$\alpha_t = \frac{p^{(t)}}{p}$, $p^{(t)}$ is the total number of persons completing diaries in subsample t

$\hat{P}_{k,T}^{(t)}$ is the estimated percentage of persons with feature k who have worked in subsample t

$\hat{P}_{k,O}^{(t)}$ is the estimated percentage of employed persons with feature k who have worked in subsample t

- **The average number of hours worked weekly by said persons.**

$$\hat{T}_{k,T} = \frac{\sum_{t=1}^4 \alpha_t \hat{T}_{k,T}^{(t)}}{\sum_{t=1}^4 \alpha_t \hat{P}_{k,T}^{(t)}}$$

where:

$\hat{T}_{k,T}^{(t)}$ is the estimate of the total amount of time given over each day by persons working with feature K in subsample t.

- **Average number of working hours per week carried out by the total number of employed persons with feature k.**

$$\hat{T}_{k,T} = \frac{\sum_{t=1}^4 \alpha_t \hat{T}_{k,T}^{(t)}}{\sum_{t=1}^4 \alpha_t \hat{P}_{k,O}^{(t)}}$$

- **Average number of working hours carried out by the total number of wage earners with feature k.**

$$\hat{T}_{k,T} = \frac{\sum_{t=1}^4 \alpha_t \hat{T}_{k,A}^{(t)}}{\sum_{t=1}^4 \alpha_t \hat{P}_{k,A}^{(t)}}$$

where:

$\hat{T}_{k,A}^{(t)}$ is the estimate of the total amount of time worked each day by wage earners with feature K, subsample t

$\hat{P}_{k,A}^{(t)}$ is the estimated percentage of wage earners with feature k in subsample t

3.7.6. SAMPLE ERRORS

For the estimate of sample errors the **Jack-knife method** has been used which facilitates obtaining the estimate of the variance of the estimator of a characteristic X by means of the expression:

$$\hat{V}(\hat{X}) = \sum_h \frac{A_h - 1}{A_h} \sum_{i \in h} (\hat{X}_{(ih)} - \hat{X})^2$$

where $\hat{X}_{(ih)}$ the estimation of characteristics X, obtained by removing the group of sections i from stratum h, and A_h are the random groups of sections formed in stratum h.

The relative sampling error is published in the tables as a percentage, variation coefficient, whose expression is:

$$CV(\hat{X}) = \frac{\sqrt{\hat{V}(\hat{X})}}{\hat{X}}$$

The sampling error facilitates obtaining the confidence bracket, within which the real value of the estimated characteristic is found with an estimated probability.

Sampling theory determines that, in the bracket between:

$$\hat{X} - 1,96\sqrt{\hat{V}(\hat{X})} \quad , \quad \hat{X} + 1,96\sqrt{\hat{V}(\hat{X})}$$

there is 95% confidence in finding the real value of the parameter X.

3.7.7. INCIDENCES IN THE SAMPLE AND TREATMENT

Incidents are considered to be the different situations that an interviewer may come across during their work in a section selected for the survey.

There are three types:

- 1.- Incidences concerning dwellings
- 2.- Incidences concerning households
- 3.- Incidences concerning persons

INCIDENCES CONCERNING DWELLINGS

The sample is selected from the framework of main family dwellings obtained using the Continuous Register. However, the interviewer might encounter one of the following situations:

Empty dwelling: The dwelling selected is uninhabited due to death or because the people who lived there have changed addresses, it is in ruins or it is a temporary dwelling.

Dwelling that cannot be located: The dwelling cannot be located at the address that appears on the list of selected dwellings, either because the address is wrong or because the dwelling no longer exists, or for other reasons.

Dwelling used for other purposes: The dwelling selected is used completely for purposes other than a family residence, due to an error in the selection or because its purpose has changed and therefore it does not form part of the population under study.

Inaccessible dwelling: That which cannot be accessed to conduct the interview, due to climatological causes, floods, etc., or geographical causes, when there are not transitable routes to reach it.

Previously selected dwelling: This is the dwelling that, having been selected previously (less than five years ago) in the sample of any other population survey, and having participated therein, is newly selected.

INCIDENCES CONCERNING HOUSEHOLDS

Once the interviewer has located the selected dwelling and has checked that it is an inhabited family dwelling by making contact with the household, the following situations may arise:

* HOUSEHOLD BEING SURVEYED

The household agrees to provide the information.

Each household should complete a *Household* Questionnaire and an *Individual* Questionnaire and an *Activity Diary* for each person aged 10 years old or over.

The *Household* Questionnaire should be completed via the direct interview with the main person, their spouse if appropriate or with any other person able to provide information on the characteristics of the household.

The *Individual* Questionnaire should likewise be collected via a direct interview at the contact visit. During this visit, the diaries needed (with the weekly timetable included) and the individual questionnaires are left, so that those members of the household who have not been interviewed can complete them. During the collection visit, where an individual questionnaire has not been completed, attempts will be made to obtain information by direct interview, and where this is not possible, there will be two options, depending on the need for a third visit, depending on the following criteria:

- In households with up to 3 household members aged 10 years old and over (which means completing in the household up to 3 individual questionnaires and up to 3 diaries), the third visit will be made if at least one individual questionnaire and diary from the same person have not been obtained.

- In households with more than three 3 members of the household aged 10 years old and over, the third visit will be made if, for at least two persons, their corresponding individual questionnaire and diary of activities have not been obtained.

Should a third visit to the household be necessary, individual questionnaires will be left for self-completion. Where a third visit is unnecessary (or when a third visit was made and the information was not obtained), attempts will be made to obtain the information by means of the next interview with a household member, and if this also proves impossible, as a last resort the information may be collected over the telephone.

The method of next interview with a household member is not considered valid for collecting *diaries*, which have to be self-completed by the actual respondents or, where this is not possible, with the help of the interviewer.

Therefore, **in order for a household to be considered surveyed**, the following questionnaires need to have been collected from the household:

- The Household questionnaire
- The individual questionnaires and the activity diaries according to the following criteria:
 - In household with up to three household members aged 10 years old and over, at least one individual questionnaire and a diary from the same person
 - In household with more than three household members aged 10 years old and over, at least the individual questionnaire and the diary of two persons

*** HOUSEHOLD NOT SURVEYED**

The household does not participate in the survey due to one of the following circumstances:

Refusal.- The household as a whole, or the person(s) whom the interviewer first contacts, refuse(s) to participate in the survey.

This incident may occur at the time of the first contact with the household or subsequent to the first contact, when for some reason he or she refuses to provide the necessary questionnaires, shown in the previous section, in order to consider the household to be surveyed.

Absence.- This incident occurs when all of the members of the household are absent, and will continue to be so during the period of time in which the fieldwork in the municipality is to last.

Inability to respond.- This incident occurs when all of the household members are unable to answer the interview questions or to complete the questionnaires

either due to illness, disability, lack of knowledge of the language or another reason that prevents them from collaborating with the survey.

Any of these incidents results in non-completion of the household questionnaire.

INCIDENCES CONCERNING PERSONS

Incidents concerning people arise when due to any of the situations mentioned in the case of households, in other words, refusals, absences and inability to respond, neither the individual questionnaire nor the corresponding diary is completed.

A person is regarded as having been surveyed when information is obtained both from his or her individual questionnaire, and from his or her diary of activities, in accordance with that shown in the section *Incidents in households* from this same heading.

LISTING OF RESERVE DWELLINGS

For each census section, two types of dwelling are to be distinguished, according to which members aged 10 years old and over from households resident therein have to complete the diary of activities on a working day (from Monday to Thursday) or on a weekend (from Friday to Sunday).

Due to this, in each census section is to have two listings of reserve dwellings, which will be used selectively in order to substitute the incidents in incumbent households, depending on the type to which the latter belong. In the reserve dwellings, the proportion of each type of dwelling will be the same as in incumbent households.

The reserve lists will not be extended.

3.7.8 TREATMENT OF THE INCIDENTS

INCIDENCES CONCERNING DWELLINGS

a) Empty dwellings, unreachable and given over to other purposes, will be replaced by other dwellings from the same section and of the same type.

Therefore the interviewer has, as has already been mentioned, two listings of reserve dwellings to use when one of the dwellings selected originally has to be replaced.

b) Unavailable or inaccessible dwellings may only be replaced if the cause of the inaccessibility disappears during the time in which the fieldwork in the municipality lasts.

c) In the case of the dwellings previously selected in another population survey, when this situation is detected before the fieldwork, the dwelling will be replaced by the first available valid reserved dwelling without have to be visited, assigning it the Key of PS (previously selected).

In case the previous collaboration is not detected prior to the fieldwork, but rather, during the visit itself to the dwelling, there will be two possible treatments:

- If the human group that inhabits the dwelling accepts collaborating in the survey, the interview will be conducted normally, considering, in this case, that the dwelling is surveyable and the household is surveyed.

- If the human group does not accept collaborating in the survey due to a previous collaboration, the dwelling is replaced by the first available valid reserve dwelling, assigning it the PS key.

INCIDENCES CONCERNING HOUSEHOLDS

a) Those households that have refused to participate are subject to replacement, following the same norms as in case a) of incidents concerning dwellings.

b) In case of absence, the interviewer had to ensure that it was truly an absence and not simply the circumstance that, at the time of the visit, all of the members of the household were away from the dwelling.

Once this absence situation has been checked, the dwelling should be replaced following the rules given in section a) for incidents concerning dwellings.

Nevertheless, and in view of the fact that the consideration of an absent house is related to the duration of the fieldwork in a municipality, a minimum time should be waited before going ahead with replacement.

c) If the household is unable to respond, there is also a case for replacement.

This treatment will be applicable both to lead dwellings and to reserve dwellings.

INCIDENTS CONCERNING PEOPLE

The different incidents that may occur in the surveyable members of the household (refusal, absence or incapacity to answer) may occasionally give rise to its replacement, due to such incidents, when the minimum number of

questionnaires necessary to consider it to be surveyed, shown in the section *Incidents concerning households* from the previous section, is not reached.

3.8 Information collection

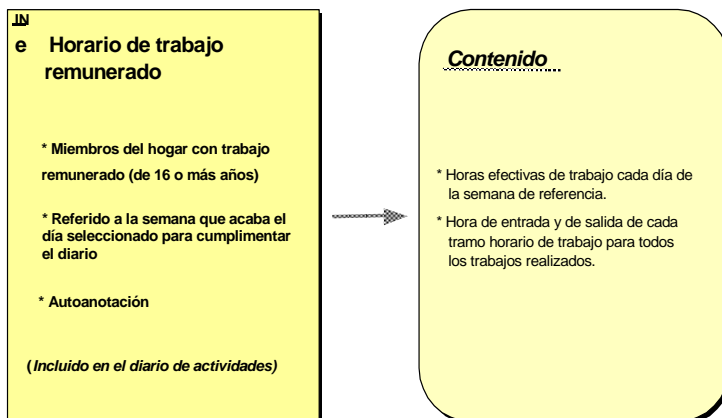
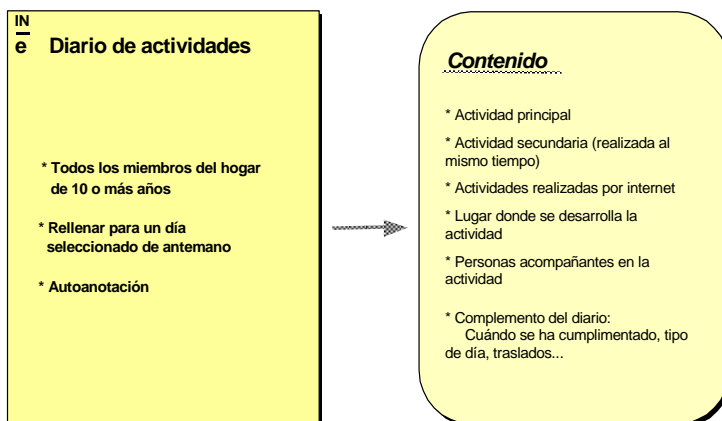
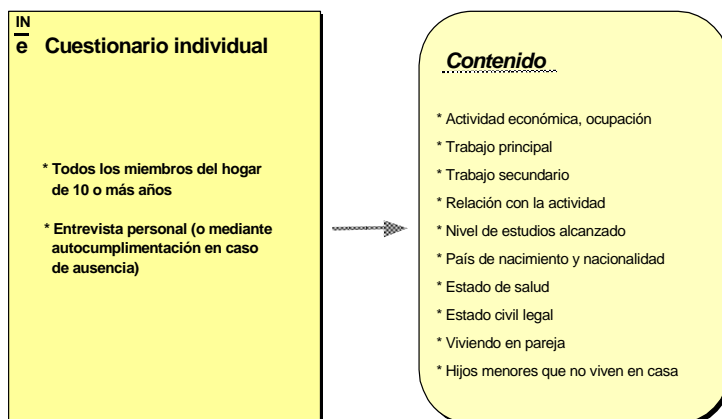
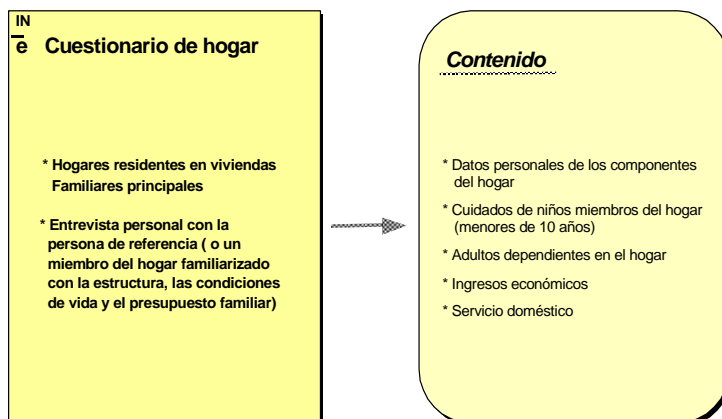
3.8.1 COLLECTION TOOLS

Four main information collection tools are used:

1. *Household questionnaire*
2. *Individual questionnaire*
3. *Activity Diary* (per person and day)
4. *Weekly work schedule* (for employed informants, included in the *activity diary*).

Diagram 1 shows the main blocks of questions making up each questionnaire.

Esquema 1. Instrumentos de recogida y contenido



There will also be additional documents used to obtain information on the fieldwork incidents.

The **activity diary** is the most characteristic tool of the survey. All household members aged 10 years old and over should complete the diary for the selected day. The *diary* timesheet covers 24 consecutive hours (from 6 a.m. 6 a.m. the following day) and is divided into 10-minute intervals, in each of them, the respondent person had to note the *main activity*, the *secondary activity that he or she performed at the same time* (where applicable), if at that time he or she was *with other known persons*, where he or she was or the means of transport used, as well as whether he or she was using a computer or the Internet when performing these activities. Each *diary* contains supplementary informing regarding relevant circumstances influencing activities contained therein (please see its design in *Questionnaires*).

In order to obtain information on effective work periods, the **weekly work timetable** has been designed, which contains one page, added to the *activity diary*, where the employed respondents (16 years old and over) should note their effective work timetable during the reference week (the week that ends on the day allocated for completing the *diary*). To this effect, a 24 hour grid is presented over seven days with 15-minute intervals (see design within the activity diary in *Questionnaires*).

3.8.2 LIST OF ACTIVITIES

The *list of activities* is one of the basic elements of the time use surveys. The list of codes and activities included in the *list of activities* is important in determining the image that is obtained using the information contained in the *activity diaries* via the informants own notes.

The *list of activities* presented in this methodology is the adaptation to the Spanish framework of the *harmonised list of activities* proposed by Eurostat in its 2008 guidelines.

The *harmonised list of activities* is based on accumulated experience in time use investigations and owes its format to the Szalai project with modifications for European countries, Canada and Australia. Under the endorsement of Eurostat, a working group was created, associated with the Harmonised European Time Use Survey project, which worked on said list, examining the encoding of the *activity diary* in various workshops. Likewise, the pilot studies carried out in different European countries were of great use when looking at preliminary versions of the list. In this way, the final development of the *harmonised Eurostat list of activities* was reached with a maximum breakdown level of three digits. Published in the 2000 guidelines, the Task Force working group for updating guidelines was simplified, resulting in the *2008 harmonised list of activities*.

When adapting this *harmonised list of activities 2008* to the Spanish framework, the *list of activities* used during the 2002-2003 Time Use Survey, where specific activities were detected, which we carried out in Spain, and whose importance

was assessed for the survey. Following said analysis, some activities were directly incorporated with a new code, and others were incorporated into existing codes. This piece of work has required a lot of effort to theoretically define human activity. Some of such main activity codes, as well as those for the place and means of transport that it was considered necessary to include in the Spanish list have now been considered in the Eurostat proposal.

The main features of the *2009 Spanish harmonised list of activities* are:

- This is a code system whereby four dimensions are proposed, in relation to what happens in each time period defined in the *activity diary* (10 minutes in our case): the **main activity** or what the respondent person does mainly in the period in question; the **secondary activity**, or the one carried out by the respondent simultaneously during the period of time considered, if more than one activity is carried out; **in the company of whom** the activity is carried out and the **place or means of transport** or where the activity is carried out.

- Classification of the *main activity* follows the hierarchical order proposed by Dagfinn Aas (based on V.D. Patrushev):

- 1) Time required (personal care);
- 2) Time contracted (paid work and studies);
- 3) Time committed to other personal activities (domestic tasks);
- 4) Free time (Aas 1978)

The development of this activity order has resulted in the creation of the *main activity*, which is subdivided into 10 large groups:

	Number of groups (2 digits)		Number of groups (3 digits)	
	2002	2009	2002	2009
0. Personal care	3	3	10	5
1. Paid work	3	2	11	4
2. Studying	2	3	9	4
3. Household and family care	9	10	49	35
4. Volunteer work and meetings	3	3	19	10
5. Social life and recreation	3	3	16	12
6. Sports and outdoor activities	3	3	16	9
7. Hobbies and computers	3	3	21	12
8. Media	3	3	12	9
9. Journeys made and unspecified time use	0	0	29	16
Totals	32	33	192	116

- In accordance with the aforementioned simplification criterion, it is worth highlighting that, on a 3-digit level, it has gone from 192 categories for the 2002-2003 survey, to the 115 current ones, that define what a person may do as his or her main activity during a period of time. This level of three digits provides the greatest detail.

- The activities considered in the classification of main activities aim to meet the needs of the national accounts; in particular they have been designed in order to be used as an instrument for distinguishing between production activities on the on the boundary of the central system for national accounts, as well as to obtain basic information for compiling the **satellite accounts for the household sector**. Therefore, as can be seen, the group corresponding to “household and family” is the one with the greatest breakdown *in order to allow* measurement of productive activities in the household.

- It is important to highlight that the aforementioned classification is not an ordinary classification of activities, but rather a harmonised coding system that can be used in European time use surveys and which can be flexibly used and restructured in many other reports, classifications and analyses. The flexibility of the proposed classification also allows the opportunity of introducing additional codes in accordance with regional and local needs.

- For the classification of the *secondary activity*, the same codes were used as for the *2009 Spanish harmonised list of activities*.

- Both for main activities, and for secondary ones, a code has been anticipated for determining whether those activities were performed online.

- The *place* code allows a simplification of the main activity coding, meaning that it is not necessary to introduce different codes to identify the same activity carried out in different places. Including the means of transport in the place code reduces the number of codes needed for the main activity; furthermore, this criteria adapts well to the place code content. The list of *places* is made up of a list of two digits that contains 17 places and means of transport (see annex I).

- The code with *which* code has been introduced with the aim of obtaining data on time spent with children. From this point of view, this variable is defined broadly, in other words, it should be understood in the sense of being together and not in relation to the limited idea of doing things together. Its classification is used in the *diary*. In turn, this variable allows the classification of actions that are not very specific (see annex I).

The 2009 Spanish harmonised *list of activities* is included in the coding manual of the *activity diary*, which constitutes a basic reference guide for interviewers.

3.8.3. GENERAL DESCRIPTION OF FIELDWORK

The fieldwork was organised by Provincial Delegations. The organisation in each Lead area delegation was based on the work of a survey inspector who led a team of interviewers.

Given the features of the information requested in this survey, the collection of information was carried out by means of interviewers who visited households, collecting information in personal interviews, or letting respondents self-complete the questionnaires (please see chart 2).

It is thought necessary to make two visits, in general, to each dwelling: one is a contact visit and the other is to collect the information. If the collection of information has been postponed, a third visit will be carried out, which is the final collection visit.

PREVIOUS WORK

Prior to the visits, the interviewers will carry out a range of preparatory work: a study of the section, preparation of all the material, travel to the corresponding municipality and locating of the dwellings to be surveyed.

A letter will be sent in advance to the dwellings selected from the General Director of Statistical Products at the INE, which will indicate that they have been selected for the Time Use Survey and telling them that the INE interviewer's next visit would be to collect relevant information.

TYPES OF VISITS TO DWELLINGS

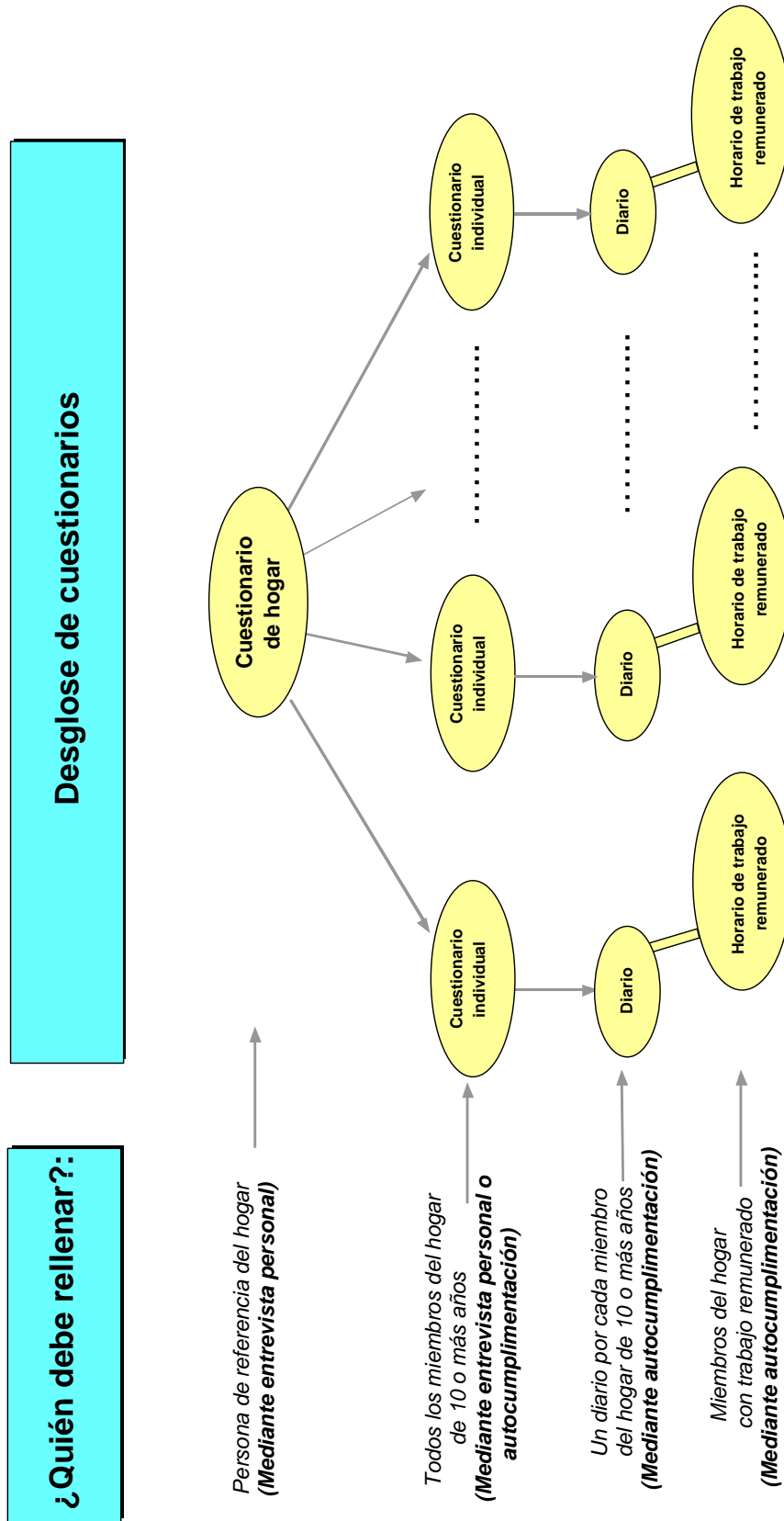
Here is a description of the contents of the tasks that were carried out during the various visits.

- **Contact visit**

This visit will be carried out with a minimum of one day's notice to the completion of the diary. During the day set aside for the contact visit, a number of visits will be carried out at different times on the absent households in order to make contact with them.

First it was determined whether the dwelling was surveyable or not. If the dwelling is surveyable, the number of households in the dwelling will be studied and each household will be explained the aims of the survey. If the *household* decides to take part, it will complete the household questionnaire and the maximum number of *individual questionnaires* using direct interviews with the interested parties.

Chart 2. Questionnaires to be filled in for each hour



It was then explained, how and when *the activity diary* should be completed, and who (which household members) had to do this, placing emphasis on the importance of filling it out correctly. Once the *diary* had been introduced, it was explained how to fill out *the paid work schedule*, who had to fill it out and to which week it referred (to the week ending on the day selected for completing the *diary*, in other words, they had to fill out the periods actually worked on seven days, making the seventh day coincide with the day on which the *diary* had to be completed).

Finally, the required number of *diaries* will be left (with the *weekly work schedule* (included in the *diary*) and *the* individual questionnaires so that the household members with whom it hasn't been possible to do an interview can complete them.

The contact telephone number was requested in order to specify subsequent visits and be able to carry out tracking and send reminders to household members, also, with the objective of being able to collect information by telephone where necessary.

Likewise, they were given the telephone number of the Provincial Delegation and the opening times for any question or query regarding completion of *questionnaires* and *diaries*, or establishing visiting times.

• Collection visit

It was appropriate for this visit to be made as close as possible to the day of completing the *diary*.

If the *household questionnaire* could not be completed in the previous interview, it was done in this one, agreeing beforehand the best time for interviewing a household member able to inform on the structure, quality of life and household budget.

During this visit, the *diaries*, the *work schedule* and *individual questionnaires* that had been left for self-completion were collected, resolving possible queries.

Any inconsistencies detected in the *diary* were corrected and the corresponding information requested. When any of the household members had not filled out the *diary* on the corresponding day, completion of said *diary* was postponed exactly until the same day of the following week. This means that the filling in of the *weekly work timetable* will also be postponed, as it should always refer to the week that ends with the day on which the *activity diary* should be completed.

In case any *individual questionnaire* was still not completed, it was endeavoured to obtain the information by direct interview, and where this was not possible, two options were proposed depending on the need for a third visit. If a third visit to the household were necessary, due to postponement of one of the *diaries*, the questionnaires were left for self-completion.

When a third visit was not necessary (or when, after the third visit, the information was not obtained), it was endeavoured to obtain information by means of a proxy interview with one of the household members, and if it proved

not possible this way either, as a last resort the information was collected over the telephone.

The method of proxy interview was not considered valid for collecting *diaries*, which have to be self-completed by the actual respondents or, where this is not possible, with the help of the interviewer.

- **Final collection visit**

This last visit was made solely when one of the household activity diaries *had to be* postponed, therefore the most suitable day for making this visit was the one after the day on which the respondent had to fill out the *diary* (and the *work schedule*).

During this visit, the same approach was taken as before, without extending postponement of uncompleted *diaries*. It was endeavoured to collect the information from the household contained in other questionnaires, thus far not obtained in the established manner, by one of the methods described above.

VISITS TO THE SECTION

Although in each section, approximately half of the dwellings had to complete the *diary* one day between Monday and Thursday (L-J), and approximately the other half between Friday and Sunday (V-D), generally three visits were made to each section, but when necessary, due to having to postpone completion of the *diaries* by a week, a fourth and fifth visit were made.

The visit due to postponement was carried out in the case of participating dwellings whose occupants, due to different reasons, they did not fill out the *diary* on the first assigned day, and therefore, its completion was delayed until the same day of the following week (day of postponement). This visit due to postponement was made on the first working day after that assigned for completion of the *diary* due to postponement.

The **first visit** to the section was made on the working day prior to the date of completion of the *diary* of group dwellings from Monday to Thursday (L-J). If the first day of completion was a Monday, the contact visit was made on the Friday the week before.

During this visit it was endeavoured to contact all dwellings in the section in order to complete the *household questionnaires*, the *individual questions* and deliver the *diaries*. Although on this first visit to the section, the dwellings of both groups L-J and V-D had to be visited, the interviewer focused mainly on dwellings that had to complete the *diary on a working day* from Monday to Thursday

The **second visit** to the section was made as close as possible to the working day after completion of the *diary* of dwellings from group L-J. This was the second visit (collection visit) for participating dwellings from group L-J and the first (contact visit) for those others who, for different reasons were not contacted on

the first visit, in addition to absent or inaccessible ones that it was not regarded as correct to replace with reserve dwellings due to that incident not being considered final.

The **third visit** to the section was the working day after completion of the *diary* of dwellings from group V-D. (on the Monday of the week following that of the interviews or the first day working day of the week if Monday was a public holiday). This was the second (collection) visit for participating dwellings from group V-D.

The **fourth visit** to the section was carried out on the working day following completion of the *diary* of dwellings from group L-J due to postponement, that is, seven days after the second visit to the section.

The **fifth visit** to the section was carried out on the same working day following completion due to postponement of the *diary* of group V-D, (the Monday of the week following completion or the first day of the week if the Monday was a public holiday).

As can be deduced from the aforementioned, three visits have usually been made to the section. Only in the case of postponement has a fourth or a maximum of a fifth been necessary for the same reason.

WORK PRIOR TO THE INTERVIEWS

Included among the work subsequent to the interviews were monitoring of questionnaires, requests for information not provided, checking, interactive recording and encoding of questionnaires, preparation of standard despatch of questionnaires and recorded information Central Services, as well as of one-off despatches.

3.8.4 THE INTERVIEWERS

The total number of interviewers necessary for the survey was 43 persons.

Each Delegation's interviewing team will be trained by the inspectors in charge of the study in each Delegation.

The interviewer's manual was used as the main reference document both during training and for the interviewers' day to day work.

The tasks to be carried out by the interviewers were described in the household visits, as well as maintaining constant communication with the households, which will make the information collection tasks easier.

Part of their task also involved the recording of all questionnaires collected, by means of a CADI-type application, including monitoring of range or valid values of variables and of flow checking, help with encoding (important in this survey for the *activity diary*) and monitoring of the recording of the *activity diary* (of the type 'no journey has been reflected over the course of the day', 'he or she has

not eaten' or 'he or she has not slept'). In this way, the quality of the information collected in *the diary* and the other questionnaires improved considerably.

3.8.5 INSPECTION AND SUPERVISION OF FIELDWORK

A survey inspector was appointed in each Main delegation in charge of collecting and despatching questionnaires, as well as of organising and managing interviewers. The functions of the inspectors basically consisted of:

- Training the delegation interviewers
- Monitoring the receipt of information from the households.
- Checking the quality of information collected (including filtering, encoding -also *diaries*- and recording).
- Compiling and despatching questionnaires to Central Services and the corresponding work reports, both in regular and one-off despatches.

The survey inspectors will receive a training course at Central Services. During this course, they will undertake a period of practice in order to aid their understanding and their dealing with the documents that need to be compiled during the survey's information collection period. The interviewer's manual will be the main tool used and will act as a basis from which to work.

In turn, the inspector personally managed training of the interviewers. This course also included a practical element, although training could be regarded as ongoing due to the experience from the previous survey, since periodic meetings had to be organised, at which the main difficulties and problems with the survey were raised.

In addition, in 12 Delegations there was also an inspector of interviewers to support the task of the survey inspectors and to replace the interviewers in case of illness, holidays or another incident.

The interviewer inspectors and survey inspectors have carried out inspections in part of the sections. In these inspections all dwellings from the selected section have been visited, checking the correction of the incident noted by the interviewer in households, as well as formulating specific questions for comparing the response with the original interview.

The purpose of these inspections has been to check that the interviewers carried out their work correctly.

In general, inspection plans were designed, taking into account that at least a section per interviewer would be inspected each month. In addition, the survey inspectors are to carry out an inspection per interviewer each quarter.

Of the total number of sample sections, 21% of them were included in the inspection plans, and were finally inspected as a whole.

3.8.6 FIELDWORK RESULTS INDICATORS

The response rate in incumbent households as a percentage of participating incumbent households as compared with the total number of dwellings in the initial sample was 51%, and as a percentage of participating incumbent households as compared with the total number of surveyable dwellings, it was 58%.

These previous indicators give an idea of the practical difficulties encountered when collecting a time use survey in accordance with this methodology.

Nevertheless, sample loss, calculated as that supplementary to the number of participating households (both incumbent and reserves) among the size of the initial sample was 17%.

Lastly, the percentage of persons, in participating households, who have filled out both the individual questionnaire and the diary was 83%.

3.9 Information processing

The main stages in information processing are:

- Processing of the information in the Provincial Delegations:

- A centralised database computer application was programmed, with independent roles for the surveyors, interviewer inspector and the survey inspector, which covered the phases of collection and data recording monitoring (CADI environment, as has been mentioned under heading 3.8.4.)
- Since the already recorded questionnaires were then scanned, the application monitored in particular questionnaire identification, possible duplicates, as well as the correct associations between said identifications and numbers of "paper questionnaires" appearing pre-printed therein, in order to guarantee subsequent access, in filtering phases, to questionnaire images.
- The application also generated the necessary incident and work situation reports, and the recorded questionnaire batch delivery reports for the scanning centre.

- Processing of information at Central Services:

- A centralised database computer application was programmed, with independent roles for the filterers and for those in charge of centralised monitoring of collection.
- The centralised filtering programs benefited from centralized access to the questionnaire images stored in the corresponding document repository assigned by the Imagine system to this survey.

- Centralised filtering applications included both initial checks as the strictest considered necessary.
 - Coverage monitoring comparisons were made between questionnaire logical records and the images actually uploaded at ImagINE.
- Centralised statistical processing:
- Deterministic imputation and intra- and inter-questionnaire inconsistency monitoring programs, obtaining lists of records with errors, were passed to the files obtained. In order to develop these tasks, an interactive data publishing application was required.
 - Six-monthly integration of monthly files with the objective of obtaining a results preview for the survey.
 - Obtaining the results preview file, incorporating corrected elevation factors, and analysis tables of preview results.
 - Receipt of the final results preview file and the respective tables.
 - Annual integration of monthly files.
 - Receipt of the annual file of elevated results, incorporating the corrected elevation factors, and the results analysis tables.
 - Receipt of final results file.
 - Final tabulation of results.
 - Receipt of tables in “PC-Axis” format for dissemination of the survey “Unease” www.ine.es.
 - Receipt of harmonised data file.

3.10 Dissemination plan

A press release was published with a preview of the results obtained with the information taken from the first six months of the survey, as well as a selection of final results on a national level.

Complete final results may be consulted at the INE website: www.ine.es from 14 July 2011. Lastly, there is the possibility of downloading the final survey file with the individual data rendered anonymous.

Over the coming months, the INE will publish *a satellite account of households in Spain 2010* and, linking with the 2003 account, series 2003-2010.

It is also anticipated that various analyses will be carried out regarding time use in specific populations, as well as regarding specific activities.

Annex I

List of activities

1. List of activities

The *list* of activities is one of the basic elements of the time use *surveys*. The list of codes and activities included in the list of activities is important in determining the image that is obtained using the information contained in the *activity diaries* via the respondents' own notes.

This coding list *is based on the traditional methods used in research on time budgets, in the Comparative, multinational research project on time budgets (Szalai 1972) and on the national modifications made in Europe, Canada and Australia.*

The EUROSTAT group of experts in this field has studied the encoding of the *time budget diary* in a number of workshops and taken into account the comments made by international organisations (OIT, OECD, UNESCO, UN/INSTRW and UN/Statistical Office) and researchers from around the world for compiling the *list of activities*, which it included in the year 2000 guidelines.

With the experience contributed by applying the year 2000 guidelines, development of the harmonised database, with the suggestions from a variety of countries, EUROSTAT has developed a new list of activities, which it has published in its year 2008 guidelines, fulfilling the following principles: maintain the database categories, maintain the main structure of the previous classification and simplify it. Changes take into account the categories which have not been frequent (the "not specified" categories have been combined with the "others" and some infrequent codes have been combined with others); quality problems ("Courses or study during work hours") and new political needs ("Help for dependent adults who are household members").

The following variables are to be included in the activity diary:

- primary activity (main);
- secondary activity (simultaneous);
- computer or Internet
- location or means of transport used
- who does he/she spend his/her time with

This *list of activities* contains these variables, being the adaptation to the Spanish framework of the *2008 harmonised list of activities*. Both have a maximum breakdown level of 3 digits.

For adapting this *harmonised list of activities* to the Spanish framework, the list of activities used during the 2003-2003 Time Use Survey, where specific activities were detected, which were carried out in Spain, and whose importance was assessed for the survey. Following said analysis, some activities were directly incorporated with a new code, and others were incorporated into existing codes. This piece of work has required a lot of effort to theoretically define human activity. Some of these main activity codes, as well as those for place and human activity. Some of such main activity codes, as well as those for the place and

means of transport that it was considered necessary to include in the Spanish list have now been considered in the EUROSTAT 2008 guidelines.

The *diaries* will be filled in by the people being surveyed and coded according to this harmonised list, which will increase the comparability between surveys on both a national and an international level.

2. Rules for coding main activities

• Rule 1

Code using always 3 digits in accordance with the list of activities.

• Rule 2

When an activity is well described in the diary, such that a 2-digit code can clearly be assigned to it, but it does not fall into any of the 3-digit codes, it will be assigned the code ending in 9 (e.g. xy9), corresponding to the category "Other xy activities, specified or not".

Likewise, if there is insufficient information for 3-digit encoding, then encoding will be via digits followed by 9 (e.g. xy9).

Bear in mind that as long as there is a code for the activity, it should not be encoded according to this rule.

• Rule 3

If the activity is a journey with a purpose that fits in with the definitions in the section *Definition and coding of journeys*, a suitable code is selected from the code list.

3. Definition and coding of journeys

A journey can be described as a *cycle* with a *common start*, an *end* and a *turning point*.

The encoding of a journey starts by identifying *this cycle*. The *cycles* found in a *diary* depend on the number of journeys made by the interviewee during daily daytime.

Journeys prior to the *turning point* are encoded by the purpose for which the respondent travels to that *point*. Journeys subsequent to the *turning point* are encoded by the purpose for which the respondent was at that *point*.

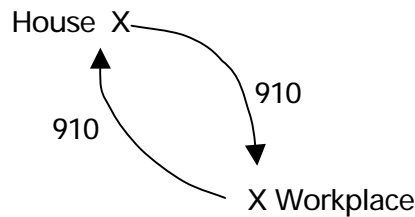
When the *turning point* is unclear, all journeys are encoded according to the following *point*, so long as the following point is not one's own house, in which case the journey is encoded according to the place from where one goes home.

6 Examples are shown:

Example 1: A journey to work and back home

Many persons with paid jobs leave home in the morning and travel directly to work, returning home in the afternoon or in the evening.

Graph 1

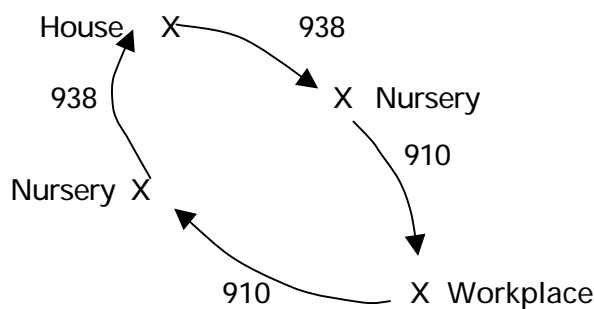


The dwelling is the natural starting point and end of journeys. In this example, the cycle is “interrupted” by activities carried out in the workplace, whereby it is defined as a *turning point* in this example. Thus, the journey from home to the workplace is encoded by the purpose “going to work”. If the journey back home from work were encoded in the same way, it should be done as a journey home. However, since the workplace is regarded as a *turning point* in the cycle, the journey from the latter as far as home (*end*) is encoded as a journey back home.

Example 2: A return journey to work interrupted by an errand.

Now let us suppose an errand is run on the journey to and from work. For example, a little girl is left at the nursery in the morning, and collected in the

Graph 2



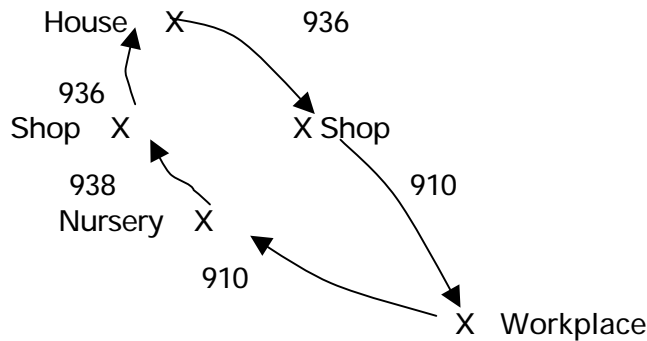
afternoon or evening.

The first part of the journey relates to childcare (the latter is the reason for going to the nursery) and the following to work. The first part of the journey back home is also related to work and the second to childcare.

note 362: If an errand is run before work, in or around the workplace, so that there is no journey time between the place of that errand and the workplace, the whole preceding journey is encoded as **910 Commutes to or from work**. The same applies to journeys after work.

Example 3: A return journey to work interrupted by two errands.

Graph 3



The first part of the journey is now related to purchases (the latter is the purpose of going to the shop) and the following part to work. The first part of the return home is also related to work, the second to childcare and the third to purchases.

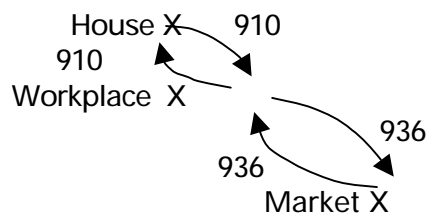
Note: If an errand is run before work, in or around the workplace, so that there is no journey time between the place of that errand and the workplace, the whole preceding journey is encoded as **910 Commutes to or from work**. The same applies to journeys after work.

Example 4: Run an errand during the lunch break at work

In the following example, the person being surveyed runs an errand during their lunch break.

Travel to and from work is not affected. The journey to the shop is a cycle in itself. The workplace is the *starting point* and the *end* and the shop is the *turning point*.

Graph 4

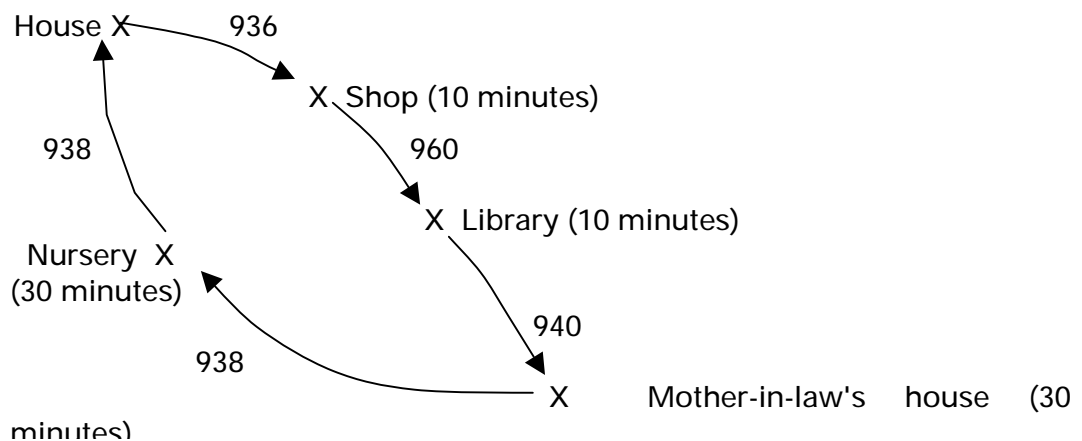


Example 5: Leave home to run different errands in different places before returning home.

In some cases it will be a problem to determine the *turning point* of journeys, for example, when different errands are run. The person interviewed should indicate it in the diary. Nevertheless, when the *turning point* is unclear, all journeys are encoded according to the "*point*", so long as it is not the actual house, in which case it is encoded according to the place from where he or she goes home.

Mr X leaves home and goes to the shop, spending 10 minutes there. Then he or she goes to the library and spends another 10 minutes there. Then he or she goes to his or her mother-in-law's house to help her cook. This takes him or her 30 minutes. Then he or she goes to the nursery to collect his or her child. It takes him or her 30 minutes to convince his or her child to leave with him. They go back home together. Since there is no *turning point*, of course, all journeys,

Graph 5

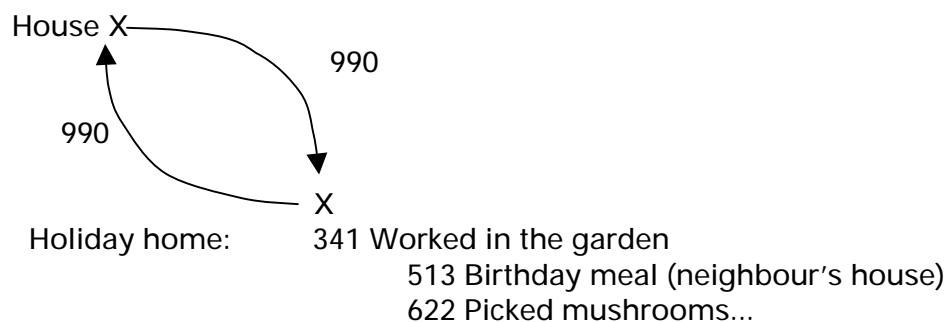


except the one back home, are encoded for the purpose of the following "stop".

Example 6: Leaving home to go to another town in order to undertake different activities before returning home.

It is not unusual for travel reasons to be switching the location with the intention of doing several things. That means that the person sets out from home and returns home, and that the time between averages of these journeys is spent in another town, for example, in the holiday home or house of family members carrying out different activities.

Graph 6



This journey is made in order to spend a day or more at the holiday home, where different activities are undertaken, such as working in the garden, going to a birthday lunch at a neighbour's house, collecting mushrooms, etc. This is a multi-purpose journey relating to the change of town.

4. Encoding of multiple main activities

It is not possible to encode more than one main activity in each interval. If the respondent notes down more than one activity in the first column of main action within an 10-minute interval, one of them must be selected as the main activity in accordance with the following rules (the other one, where applicable, must be encoded as a secondary activity):

- **Rule 1**

If the activities are simultaneous and one of the activities results from the other, then this activity is encoded as the secondary activity and the activity that gives rise to it as the main one.

Example 1: *Have supper and chat with family.* It seems reasonable to assume that they are chatting because they are having supper, rather than having supper because they are chatting. *Having supper* is encoded as the main activity and *chatting* as the secondary activity.

Example 2: *Go to work by bus and read the paper.* *Go to work by bus* is encoded as the main activity and *reading the paper* as the secondary activity.

- **Rule 2**

If the activities are simultaneous and none of the activities results from the other, then the activity mentioned first is encoded as the main activity and the other activity is encoded as the secondary one.

- **Rule 3**

If the activities are sequential, and one of them is clearly longer than the other, then the longest activity is encoded as the main activity.

- **Rule 4**

If the activities are sequential, and neither of them is clearly longer than the others, then the activity mentioned first is encoded as the main activity. The others are not encoded.

- **Rule 5**

If the main and secondary activities noted have the same code, only the main activity will be recorded.

5. Main and secondary activity

We define **activity** as the action undertaken by the respondent at a given time (the time that has been noted) influenced by the circumstances or the context that accompany the action.

It is the respondent who decides which is the main activity from among the activities he or she carries out simultaneously.

NOTE: The main and secondary activities are encoded using this same list

0	PERSONAL CARE
01	SLEEP
011	Sleep
012	Sick in bed
02	EATING AND DRINKING
021	Eating and drinking
03	OTHER PERSONAL CARE
031	Personal hygiene and getting dressed
039	Other personal care, whether specified or not
1	PAID WORK
11	MAIN WORK AND SECONDARY WORK
111	Main work and secondary work
12	ACTIVITIES RELATED TO EMPLOYMENT
121	Lunch break
122	Job search
129	Other work-related activities, specified or not
2	STUDYING
20	UNSPECIFIED STUDIES
200	Unspecified studies
21	PRIMARY SCHOOL, SECONDARY SCHOOL OR UNIVERSITY
211	Classes, courses, and conferences
212	Homework and library study
22	STUDIES DURING FREE TIME
221	Studies during free time

3	HOUSEHOLD AND FAMILY CARE
30	UNSPECIFIED ACTIVITIES FOR THE HOUSEHOLD AND THE FAMILY
300	Unspecified activities for the household and the family
31	CULINARY ACTIVITIES
311	Preparation of meals and preservation of food
312	Wash the dishes
32	HOUSEHOLD MAINTENANCE
321	Cleaning the dwelling
322	Cleaning the yard and outside of the dwelling
323	Heating and water supply
324	Various organisational tasks
329	Other household upkeep, whether specified or not
33	TAILORING AND CARE OF CLOTHING
331	Laundry
332	Ironing
333	Tailoring
339	Other tailoring and care of clothing activities, specified or not
34	GARDENING AND PET CARE
341	Gardening
342	Care of domesticated animals
343	Pet care
344	Walking the dog
349	Other gardening and care of clothing activities, specified or not
35	CONSTRUCTION AND REPAIRS
351	Construction, renovation of the dwelling
352	Repairs of the dwelling
353	Manufacturing, repair and maintenance of household equipment
354	Vehicle maintenance
359	Other activities in construction and repair, specified or not
36	SHOPPING AND SERVICES
361	Shopping
362	Commercial and administrative services
363	Personal services
369	Other purchase and service activities, whether specified or not

37	HOUSEHOLD MANAGEMENT
371	Household management
38	CHILDCARE
381	Physical childcare and supervision
382	Teaching the children
383	Reading, playing and talking with children
384	Accompanying children
389	Other childcare, whether specified or not
39	ASSISTANCE FOR ADULT MEMBERS OF THE HOUSEHOLD
391	Physical care for dependent adults who are members of the household
392	Other assistance for dependent adults who are members of the household
399	Assistance for non-dependent adults who are members of the household
4	VOLUNTEER WORK AND MEETINGS
41	VOLUNTEER WORK FOR AN ORGANISATION
411	Volunteer work for an organisation
42	INFORMAL HELP GIVEN TO OTHER HOUSEHOLDS
421	Assistance with construction and repairs
422	Assistance at work and in agriculture
423	Care for children who live in another household
424	Assistance in care for children from another household
425	Assistance for adults from other households
429	Other informal assistance, whether specified or not
43	PARTICIPANT ACTIVITIES
431	Meetings
432	Religious practices
439	Other participant activities, whether specified or not
5	SOCIAL LIFE AND RECREATION
51	SOCIAL LIFE
511	Socialising with family
512	Visiting and receiving visits
513	Parties and celebrations
514	Telephone conversations
519	Other social life activities, whether specified or not

52	ENTERTAINMENT AND CULTURE
521	Cinema
522	Theatre and concerts
523	Art exhibitions and museums
524	Libraries
525	Sporting events
529	Other recreational and cultural activities, whether specified or not
53	PASSIVE LEISURE
531	Passive leisure
6	SPORTS AND OUTDOOR ACTIVITIES
61	PHYSICAL EXERCISE
611	Walking, strolling and hiking
612	Running
613	Biking, skiing and skating
614	Ball games
615	Gymnastics, fitness and body-building
616	Water sports
619	Other physical exercise activities, whether specified or not
62	PRODUCTIVE EXERCISE
621	Productive exercise (Hunting, fishing, etc.)
63	SPORTS-RELATED ACTIVITIES
631	Sports-related activities
7	HOBBIES AND COMPUTERS
71	ARTS AND HOBBIES
711	Artistic hobbies
712	Collecting
713	Letter-writing
719	Other arts and hobbies, whether specified or not
72	INFORMATION TECHNOLOGY
721	IT programming
722	Conducting online searches
723	Online communication
729	Other computer activities, whether specified or not

73	GAMES
731	Single-player games, gambling
732	Parlour games and play
733	Computer games
739	Other games, whether specified or not

8	MEDIA
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81	READING
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811	Reading periodicals
812	Reading books
819	Other reading, whether specified or not

82	WATCHING TELEVISION, DVDS OR VIDEOS
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821	Watching television
822	Watching DVDs
829	Watching television, DVDs or videos, whether specified or not

83	LISTENING TO THE RADIO OR RECORDINGS
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831	Listening to the radio
832	Listening to recordings
839	Listening to the radio or to recordings, whether specified or not

9	JOURNEYS MADE AND UNSPECIFIED TIME USE
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	JOURNEYS WITH A PURPOSE
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900	Other journeys made with a purpose, whether specified or not
910	Commutes to or from work
920	Journeys made due to studies
930	Journeys made due to other household and family activities
936	Journeys made due to purchases and services
938	Journeys made due to childcare
939	Journeys made due to assistance for adult members of the household
940	Journeys made due to volunteer work and meetings
950	Journeys made due to social life
960	Journeys made due to other free-time activities
990	Journeys made due to changes in municipality

AUXILIARY CODES	
995	Filling out the time use diary
996	Activities related to other surveys
997	Other informal activities
998	Unspecified free time
999	Other unspecified time use

6. Main and secondary activity with definitions, notes and examples

0	PERSONAL CARE
01	SLEEP
011	Sleep <i>Definition:</i> Sleep during the night or the day. Time spent in bed before or after sleeping when another activity is not specified (note 031). Unspecified sleep <i>NOTE: Relaxation without sleep is included in 531 Passive leisure.</i> <i>Getting up and going to bed if no other activity is specified is included in 031 Personal hygiene and getting dressed.</i> <i>Examples:</i> Change from one bed to another during the night Fall asleep on the sofa My parents woke me up but I'm still in bed. Naptime Waiting to fall asleep Staying in bed after waking up In bed (trying to fall asleep)
012	Sick in bed <i>Definition:</i> A stay in bed for people who are ill, incapacitated, old or disabled and when these people do not specify other activities. <i>Examples:</i> In hospital, under the effects of anaesthesia In bed with a leg in plaster To be in bed due to illness or old age

02	EATING AND DRINKING
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021 Eating and drinking

Definition:

To eat, drink or snack on something at any time of the day regardless of the place (distinctions will be made using the code *place*).

Breakfast, lunch, tea and dinner... Snacks, nibbles...

Enjoying a snack, ice cream, sweets...

Drinking coffee, tea, fruit juice, beer, wine, liqueur...

NOTE: Setting the table is included in 311 Preparation of food and food preservation

Examples:

Breakfast, mid-morning snack, lunch, supper at home, at work, in a restaurant, during a visit... (the place will be encoded with place codes)

Having dessert

Eating a pizza, sandwich, roll...

Having a hot drink

To eat dried fruits, sweets...

To get drunk

To take drugs

03	OTHER PERSONAL CARE
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031 Personal hygiene and getting dressed

Definition:

Activities that the informant carries out for themselves.

Washing, getting dressed, use of the basin, bathroom, toilet.

Also included are unpaid activities done to the respondent (hairdressing, manicures...) carried out by a household member, relative, friend...

Getting up and going to bed are included if no other activity is specified (note 011).

NOTE: Invoiced services (hairdressing, manicure...) are included in 363 Personal services.

Time spent in bed before and after sleep when no other activity is specified is included in 011 Sleep.

Examples:

Changing clothes

Routine tasks relating to personal hygiene and getting dressed (preparing the towel, preparing a bath or shower)

Make-up, shaving

Manicure, pedicure
Personal hygiene
Sauna
Skin care
Bathing, showering
Washing one's face, hands, feet
Brushing your teeth
Washing, drying and conditioning hair

039 Other personal care, whether specified or not

Definition:

Personal care administered by oneself for health reasons
Medical care administered to the respondent by a household member or a friend
Sexual activities
Personal or *private* activities as suggested in the diary instructions.
Other unspecified personal care

*NOTE: Invoiced personal care services (visiting the doctor, tanning booths...) are included in **363 Personal services**.*

*Unpaid services offered by the respondent to another person (haircut, medical care...) this includes **38 Childcare**, **39 Assistance for adult members of the household** or **423 Care for children who live in another household**, **424 Assistance in care for children from another household** or **425 Assistance for adults from other households**.*

*Where lying in the sun is not for personal care, it is included in **531 Passive leisure**.*

Examples:

To administer inhaler for asthma
Relationship with a couple
Insulin injections
Personal relations
To take blood pressure, control sugar levels, other diagnostic tests or checks done at home...
Personal medical care at home
Preparation and taking of medication
To put tablets, medication in a container,... which will be taken during the week or during a trip
Treating a wound
Foot massage (carried out by oneself)

Sunbathing for health reasons (note 531)

1

PAID WORK

NOTE: According to the OIT, hours effectively worked should include (OIT 1993, 84):

1. Hours effectively worked during normal work periods;
2. Overtime worked and generally paid in accordance with rates higher than the norm (overtime hours);
3. Time spent in a workplace and given over to activities such as preparing the workplace, repairs and maintenance, preparation and cleaning of tools, and the drawing up of invoices, attendance sheets and reports;
4. Time spent waiting in a workplace, due, for example, to a lack of work material, to a breakdown of machinery or to accidents, or time spent in the workplace, during which no work is carried out but is paid in the framework of a guaranteed work contract; and
5. Time corresponding to short periods of rest in the workplace, including tea and coffee breaks.

The following are excluded from hours effectively worked:

1. Hours paid but not worked, such as annual holidays, public holidays or sick leave;
2. Break for lunch;
3. Time spent travelling from home to work and vice versa.

*For this purpose, work is considered as work paid by a company or business, property or family business, as well as unpaid work carried out **to help the family. Also classified here is lower-level work or assistance for all people who are not considered employees, for example, people outside the official employment age (retired people, teenagers...).***

*NOTE: The following appears in the diary instructions "It is not necessary [for the respondent person] to detail what he or she was doing at work...". Therefore, as a **general rule, secondary activities during working hours will not be encoded.***

*EXCEPTION: The aforementioned instruction in the diary continues thus "... but please note down what you do during breaks...". Therefore, as **an exceptional rule, breaks noted down by the respondent will bear main activity code 111 and the activity it has described will be encoded as secondary.** For example:*

Main activity	Secondary activity
Smoke a cigarette	Chat

*If, during working hours, the respondent notes down as the main activity smoking a cigarette, the exception that we are explaining leads us to encode as **111** the main activity, and as **531** the secondary activity. Please note that when following the general rule, chatting is not encoded. Theoretically speaking, the diary would look like this:*

Main work and secondary work	111	Smoking a cigarette	531
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It is not necessary to take note of literals in diaries, it is sufficient to take note of the codes.

NOTE: The **paid work** activities in which a computer or the Internet are used must have the column "computer or Internet" marked with a cross (X).

11 MAIN WORK AND SECONDARY WORK

111 Main work and secondary work

Definition:

Time given over to main and/or secondary work

These include:

- overtime hours,
- work you take home (note 129),
- paid practical work,
- training on the job (paid for by the employer): courses, studies... (note 221)
- commutes or trips due to work, during or outside normal working hours (work journeys to seminars, meetings...) as well as those made by representatives, lorry, bus and taxi drivers, pizza delivery workers...
- breaks during working hours due to personal reasons, for example, to go to the toilet, to smoke, to make personal phone call, to use the Internet for personal reasons. (as has been indicated, activities carried out during breaks will be encoded as a secondary activity.)
- main and/or secondary work unspecified

NOTE: Journeys to and from work are included in **910 Journeys to and from work**.

Unpaid practical work relating to studies or basic schooling as part of education is included in 211 Classes, courses, and conferences.

Voluntary work for an organisation is included in 411 Work for an organisation even when there are minimum fees involved.

Examples:

Accident at work

Business meeting during lunch break (note 121)

Exam marking (teacher)

Inevitable break due to lack of material, break in power supply...

Meeting with partner outside normal working hours

Telephone call at home in connection with work (note 514)

Planning of classes for next day (teacher)

Preparation for work: prepare, clean tools...

Student work or contracted work, when paid.

Pick up, return tools, work material...

Change the disc on lorries, buses...

Break for reading the newspaper at work

Break to smoke a cigarette outside the office

I called my son (from the office)

I used the Internet at work to pay some personal bills

Beginners training course

Refresher course

Introduction course to new work tool

Sale at a market stall or a travelling market of produce grown in a vegetable garden (note 341)

Teach private classes

Teach classes at the university

Write a newspaper column

Work on own land

Farm (or livestock) work resulting in products for sale (note 34). This includes:

- farm or livestock buildings (note 351),
- repairs to farming equipment (note 353),
- agricultural vehicle maintenance (note 354),
- purchase of agricultural goods (note 361),
- management of veterinary services for livestock: calling, speaking to the vet... (note 362),
- measures relating to farming and livestock (as a job) (note 371)

Cleaning the boat (as a job) (note 621)

Reading, directly relating to work (notes 811 and 812)

12	<p>ACTIVITIES RELATED TO EMPLOYMENT</p> <p><u>Definition:</u></p> <p>Activities relating to work, except the work itself, which is included in 11 Main job and second job</p>
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121 Lunch break

Definition:

Lunch or lunch break at work (at work).

NOTE: *The following appears in the diary instructions "It is not necessary [for the respondent] to detail what he or she was doing at work, but make a note of what you do during breaks or lunch hour at work, for example: eating, going for a walk...". The **general rule** has already been mentioned (secondary activities during working hours will not be encoded) and the **exception** (breaks noted down by the respondent will take the code of the main activity 111 and the activity that he or she has described will be encoded as secondary).*

Processing of the lunch hour is different from that of breaks. Each activity during lunch hour must be appropriately encoded as the main activity, making note of

code **121 Lunch break** in the column **secondary activity**, thereby indicating that the activity is carried out during said break.

The lunch break will be encoded as a main activity only if no other activity is specified.

Business meeting during the lunch break is included in 111 Main and secondary work and is not encoded 121 as a secondary activity

Example:

Main activity		Secondary activity
Main work	111	
Lunch break: eating	021	121
Lunch break: eating	021	121
Lunch break: shopping	361	121
Main work	111	

122 Job search

Definition:

Activities in relation to seeking employment: visiting placement offices or employment agencies, visiting or consulting employment offices or agencies, in introducing oneself to companies or business people, in reading adverts and answering them, in sending CVs...

Examples:

Visit a possible workplace

Read job adverts

Search for job offers on the Internet

Send CVs to companies by post or Internet

Go to tests or interviews

Calling or visiting a public employment office, a temporary employment agency... (note 362)

129 Other work-related activities, specified or not

Definition:

Activities relating to work, except the work itself. Unpaid activities, such as for example time spent in the workplace, before and after work.

Unspecified activities relating to work

NOTE: Work you take home is included in 111 Main work and secondary work.

*Preparing a bag at home for the following day's work or taking off work clothes is included in 324 Various **organisation tasks**.*

Examples:

Changing clothes

Shower before/after work at place of work

2	Studying <i>NOTE: The study activities in which a computer or the Internet are used must have the column "computer or Internet" marked with a cross (X).</i>
20	UNSPECIFIED STUDIES
200	Unspecified studies
21	PRIMARY SCHOOL, SECONDARY SCHOOL OR UNIVERSITY <u>Definition:</u> Studies in a primary, secondary or higher education centre as part of the education system, including vocational, occupational and continuous training studies.
211	Classes, courses, and conferences <u>Definition:</u> Besides classes, courses and conferences, it includes work experience in laboratories, practical training and unpaid practical work linked to studies (note 111), refresher courses... as well as specified activities relating to school or university, such as for example, short breaks between classes, or waiting times (if no other activity is specified). <i>NOTE: Lunch breaks and long free time periods are encoded in accordance with the activity undertaken during the break (lunch, homework, library, shopping, social life...)</i> <u>Examples:</u> At school... when no other activity is specified Go for break at school... when no other activity is specified Go to the cinema, theatre with the institute (during class hours) Watching a television programme in class (note 821) In an English class listening to recordings of conversations (note 832) Exam Theoretical electricity class In the laboratory looking through a microscope School sports day Staying at school, waiting in the school grounds to go home (no other activity is specified) Go to the teacher's office, visit the head of studies Singing Christmas carols at school
212	Homework and library study <u>Definition:</u> Homework, library work, study in the library (note 524), using books to do homework. Preparing for an examination (note 812).

NOTE: Preparing the portfolio... is included in 324 Various organisational tasks.

Examples:

Collect flowers and plants for the institute

Study with a colleague

Do a piece of work on a subject

Check homework

22

STUDIES DURING FREE TIME

221

Studies during free time

Definition:

Occasional, unregulated study during free time.

This includes those undertaken via television or radio (notes 221, 821, 822, 831 and 832).

Self-study courses.

Preparation for public exams

Preparation for all these courses: homework, photocopies, reading, study in the library (note 524)...

NOTE: For studies undertaken via the radio, television... it must be encoded as a secondary activity: 821 Watching television, 822 Watching DVDs or videos, 831 Listening to the radio or 832 Listening to recordings, as applicable

Courses or studies during working hours are included in 111 Main work and secondary work.

Examples:

Administrative courses (typing, accounting)

Artistic courses (painting, music...), studying art during free time (note 711)

Piano exercises

Correspondence studies or courses

Driving school

Language courses (including taking courses on TV or radio, encoding the secondary activity as previously mentioned)

Music lessons

Sewing classes

Speaking with public exam tutor

IT courses

Self-study

DIY courses

Electricity, plumbing courses... no directly work-related

3	Household and family care
	<p><i>NOTE: Includes activities, tasks or work carried out by the respondent towards <u>their own household</u> and <u>which can be done at the same time for other households</u>.</i></p> <ul style="list-style-type: none"> <i>– If the activity is carried out <u>only for another household</u> it is included in 42 Informal help given to other households under the heading corresponding to the activity carried out.</i> <i>– The codes have been defined so as to distinguish between production activities included in the national accounts system of those not included.</i> <i>– All paid or work-related activities, such as purchases for or repairs to the family business, are included in 1 Paid work.</i> <i>– If assistance is given to a household member in a family business (family assistance), the activity is included in 111 Main work and secondary work.</i> <p><i>The household and family care activities in which a computer or the Internet are used must have the column “computer or Internet” marked with a cross (X).</i></p>
30	UNSPECIFIED ACTIVITIES FOR THE HOUSEHOLD AND THE FAMILY
300	<p>Unspecified activities for the household and the family</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Domestic tasks Household chores Open air tasks
31	CULINARY ACTIVITIES
311	<p>Preparation of meals and preservation of food</p> <p><u>Definition:</u></p> <p>All activity relating to food preparation, baking and food preservation (freezing, making jams, canning..., for example: washing fruit, making marmalade or fruit syrups; preparation of food for subsequent consumption).</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Make coffee Clean fish Cooking, making dinner Prepare lunches, snacks, tea, drinks, sandwiches for children (note 39) Prepare the baby's bottle Preparation for coffee, snacks, appetisers, meals... Prepare food to take to school, work... Serve food to other people (a household member)

Put the oven on, heat up food, milk
 Lay the table or ask for the table to be set (notes 021 and 312)
 Making a cake, tart, sweets...
 Remove milk to make cheese...
 Wash mushrooms
 Kill a chicken or pig for subsequent consumption in the household, when it is not part of the work involved in a farm itself.
 Prepare food for the freezer
 Preparation, bottling of homemade drinks: wine, brandy, mistela, orujo, beer...
 Set aside potatoes, tomatoes, melons for preservation
 Store fruits in the basement

312 Wash the dishes

Definition:

It includes all activities prior and subsequent to washing up, such as, for example, drying, placing... also tasks relating to use of the dishwasher.

Polling station

NOTE: Laying the table or asking for the table to be set is included in 311 Preparation of meals and preservation of food

Examples:

Wash up
 Clearing leftovers to put in the refrigerator
 Cleaning the table after breakfast, lunch, supper, a snack, coffee...
 Clear up the kitchen
 Load or unload the dishwasher

32

HOUSEHOLD MAINTENANCE

321 Cleaning the dwelling

Definition:

Vacuuming, washing/waxing floors, cleaning windows, making beds, fixing or tidying the house... referring to the dwelling, the basement, the garage. (domestic)

Separation of rubbish for throwing away or recycling: paper, bottles, cans... Also organic rubbish for compost.

Examples:

Air sheets
 Shake out a rug
 Picking up the little girl's dolls
 Put away cleaning instruments

Tidying clothing in the wardrobe

Take paper, bottles, cans or corresponding containers for recycling

Throw out the rubbish, waste

322 Cleaning the yard and outside of the dwelling

Definition:

Cleaning the garden, patio, balcony or pavement, clearing snow, also putting fertiliser on the garden...

Examples:

Cleaning the area surrounding the garden fountain/pond

Clean patio furniture

Clean the roof

Cleaning the floor or the dwelling's outside walls

Collecting dead leaves (note 341)

Sweep entrance

323 Heating and water supply

Definition:

Supply of heating and water material.

Chop wood and collect wood for heating.

NOTE: The repair of equipment is included in 353 Manufacturing, repair and maintenance of household equipment.

Examples:

Collect watering for wash basin, sink...

Transport water

Checking the boiler

Heat the sauna

Turn on the boiler

Prepare heating material

Heat water for the bath

Go to the basement for wood for the stove

324 Various organisational tasks

Definition:

Different types of organisational tasks in the household, in the holiday home, in the hotel... or another type of task.

Order, organise and classify own objects or goods or those belonging to other household members.

Organising and classifying books, records...

Examples:

Organising clothes for the following day

Organise shopping

Take furniture to garden

Checking mousetraps

Collect post from letter box

Organising books on shelves by topic, size, owner...

Asking my brother for records, books that I lent him

Hang curtains

Load or unload shopping into/from car

Search objects

Preparations for moving to another place

Preparing and checking school bag for children

Packing suitcases or packing or wrapping objects for a journey, a move, to go to the holiday home... undo, unpack, unwrap

Preparing a bag at home for the following day's work or school, taking off work clothes (notes 129 and 212)

Prepare backpack/briefcase

Put up a tent (note 619)

Putting food (from shopping) in the fridge, in the pantry...

Put up posters

Looking after house plants, water house plants (note 341)

Wrap presents

Put up nativity scene, decorations, put up Christmas tree

Prepare or collect tools necessary for a hobby

Cover books

Prepare clothes for next day

Looking for something without specifying what it is

Packing sports equipment, clothing... at home (note 631)

329

Other household upkeep, whether specified or not

Definition:

Short-term household maintenance activities that are not classifiable under previous codes.

Unspecified household maintenance activities.

Examples:

Cleaning (without specifying whether it is the dwelling, the basement, the garage, the patio...)

Sweeping the house

Open or close curtains and blinds

Open or close doors and windows

Lock the door

33	TAILORING AND CARE OF CLOTHING
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331 Laundry

Definition:

Hand washing, loading or unloading the washing machine, hanging washing out, folding (when clothes not ironed)...

Examples:

Collect washing from the line

Fold sheets and put them in cupboard (without ironing them)

Hand wash, put to soak, rinse

Sort out clothes for washing

332 Ironing

Definition:

Ironing.

All kinds of activities relating to ironing.

Folding or organising in the wardrobe (after ironing).

Examples:

Put clothes in ironing drawer

Sort/fold ironed clothes or clothes for ironing

333 Tailoring

Definition:

Only new products (not repairs of clothes or shoes).

Weaving, sewing, knitting, embroidering, shoemaking... by hand or using a machine.

Examples:

Crocheting, embroidering

A clothing, A trousers, One curtains... using a sewing machine

Sewing

Weave a rug

339 Other tailoring and care of clothing activities, specified or not

Definition:

Repairs, alterations to clothes
Repair and cleaning of shoes
Preparing seasonal clothes for storage
- Unspecified tailoring and care of clothing

Examples:

Polish shoes, clean boots
Sew a button, change a zip
Changing the style of a suit or dress, hem some trousers

34 GARDENING AND PET CARE

Definition:

Gardening activities and caring for animals(**not** related to agricultural or livestock work, in other words, the result of such activities cannot be the sale of products, but self consumption)

*NOTE: Farm or livestock tasks that give rise to products for sale are included in **111 Main work and secondary work***

*422. An informant who mentions assistance, unpaid, given to an agricultural worker who doesn't correspond to the informant's household, will be classified in **422 Assistance at work and agriculture.***

341 Gardening

Definition:

Growing in small kitchen gardens: care and cultivation of vegetables such as potatoes, tomatoes... and/or fruit trees (not for sale)

Harvesting.

Care and cultivation of outdoor plants, mowing the grass...

Care of flowers that decorate graves (see 439)

*NOTE: Care of indoor plants is included in **324 Various organisation tasks.***

*Collecting dead leaves is included in **322 Cleaning of the patio and outside of the dwelling.***

*If products grown in the vegetable garden are sold, they are included in **111 Main work and secondary work.***

Examples:

Collecting roses, petals...

Cultivation of trees for private use (not for use as firewood -see 323-)

Plant vegetables

Work the allotment, hoe
Care for fruit trees
Garden tasks: Cutting the hedge, watering the garden, re-potting...
Planting trees in my orchard (note 411)

342 Care of domesticated animals

Definition:

Care of domesticated animals if the resulting products are only for use by the household, for example, eggs produced by chickens.

Activities relating to veterinary services (note 362)

NOTE: Riding a horse is included in 619 Other physical exercise activities, whether specified or not, whether specified or not

Examples:

Looking after beehives
Feeding domestic animals
Brushing a horse (used for riding, not for work)
Looking after hens, rabbits, sheep...

343 Pet care

Definition:

Feeding and cleaning pets, looking after aquariums/terrariums...

Activities relating to veterinary services (note 362)

Examples:

Call the cat back into the house
Brushing the dog, bathing it...
Train the dog, take the dog to a dog training school
Take a pet to the vet
Go to a pet show with a pet

344 Walking the dog

Definition:

Walk the dog without worrying about time spent

Also includes leisure activities with your cat or other pets

Examples:

Go to the woods with the dog
Picking up excrement when walking the dog

349 Other gardening and care of clothing activities, specified or not

35	CONSTRUCTION AND REPAIRS
351	<p>Construction, renovation of the dwelling</p> <p><i>Definition:</i></p> <p>Significant modifications to the dwelling, including the construction of a new dwelling or an extension and/or significant modification, for example, renovation of the bathroom. Includes construction and renovations to the dwelling, garage or the dwelling's rooms.</p> <p>Only production activities included in National Accounts.</p> <p><i>NOTE: Activities relating to agricultural buildings are included in 111 Work in main or secondary job.</i></p> <p><i>Examples:</i></p> <p>Adding insulation to the interior and outside walls</p> <p>Construction work to a garage</p> <p>Putting in electricity in the dwelling, renovating the kitchen</p> <p>Coating a leaking well</p> <p>Putting in drainage pipes</p>
352	<p>Repairs to the dwelling</p> <p><i>Definition:</i></p> <p>Minor repairs or modifications to the dwelling, garage or the dwelling's rooms... not included in national accounts system production activities.</p> <p>Plastering the walls, repairs the ceilings, paint, wallpaper, putting down carpet, interior decoration, repairs to fittings...</p> <p><i>Examples:</i></p> <p>Put in light bulbs or lamps</p> <p>Install window frames</p> <p>Tiling the kitchen</p> <p>Plastering</p> <p>Unblock a sink</p> <p>Take apart cupboards (before repairing them)</p>
353	<p>Manufacturing, repair and maintenance of household equipment</p> <p><i>Definition:</i></p> <p>Manufacturing and repair of furniture and other household equipment, making of pottery, utensils and other items... Assembly of furniture or equipment. Woodwork (note 719). Repair and maintenance of tools and equipment (for example, skiing equipment).</p> <p><i>NOTE: The repair of agricultural equipment is classified in 111 Work in main or secondary job.</i></p>

Examples:

Make a cupboard, including assembly
Change a light bulb, a lamp or repair it
Change the time on clocks for summer/winter time
Clean and grease the sewing machine
Clean the kitchen's extractor fan
Charging the mobile phone battery.
Changing batteries
Repair children's toys
Sharpen knives
Look after garden tools
Repairing the boiler (note 323)

354 Vehicle maintenance

Definition:

All kinds of maintenance carried out by oneself on the household's vehicles: cars, bicycles, boats... (at home or at a workshop –note 362-)

NOTE: Maintenance of agricultural vehicles is included in 111 Main work and secondary work.

Taking vehicles for their MOT is included in 362 Commercial and administrative services

Examples:

Change the wheels on the car
Mooring the boat for winter
Put the car in the garage
Familiarising oneself with a new car
Put the bike in the appropriate room
Repair and prepare a vintage car
Repair a motorbike
Look after the car
Washing, cleaning and waxing the car oneself at a service station
Cleaning the boat (used for leisure) (note 621)

359 Other activities in construction and repair, specified or not

36

SHOPPING AND SERVICES

Definition:

Procedures that require going to offices, institutions...

NOTE: The organisation or supervision of external services at home (for example, phone calls to institutions) is included in 371 Other household management

361

Shopping

Definition:

Purchase of daily **consumer goods**, such as: drinks, newspapers, magazines, cigarettes, sweets...

Purchase of **semi-durable consumer goods**, such as: clothing, footwear, books...

Purchase of **durable consumer goods**, such as: dwellings, vehicles, furniture, electrical appliances....

Shopping for maintenance or repair of such goods. Includes looking at items in shops, at markets...

NOTE: The purchase of agricultural goods (tools, seeds...) is classified in 111 Main work and secondary work.

Examples:

Buying a present, plants for the garden, medicines...

Buy dried fruits, sweets, snacks in a kiosk...

Buying petrol for vehicles (note 362)

Visiting car salesrooms, show homes, estate agents...

Window shopping for clothes, try on clothes in a shop...

Buying tickets for the cinema (notes 371 and 521) the swimming pool...

Rent a film

Going to a food shop, market...

Go with Mum to do the shopping

Going shopping (note 371)

Buying for myself and the neighbour

NOTE: In the latter case, the code 429 Other informal assistance, whether specified or not as a secondary activity (note 42) must be used.

362

Commercial and administrative services

Definition:

Commercial services such as a paid laundry service, tailor, shoe maker...

Going to the post office, to the bank (note 371), to deal with paperwork, to see the accountant, the lawyer, the insurance company, municipal services, to the police station, to the MOT centre (note 354), to the travel agency...

Maintenance, car wash, repair and other vehicle services, such as changing the oil

and lubrication in terms of invoiced service.

*NOTE: Calling or visiting a public employment office, a temporary employment agency... is included in **122 Job search**.*

*Phone calls to institutions are included in **371 Household management**.*

*When the service is carried out by oneself at a garage or at home, it is included in **354 Vehicle maintenance**.*

*Buy petrol for vehicles is included in **361 Purchases**.*

*Activities relating to veterinary services (calling, speaking to the veterinarian...) for livestock (if dealing with a farm) they are included in **111 Main work and secondary work**, for domesticated animals it is included in **342 Care of domesticated animals**, for pets it is included in **343 Pet care**.*

Examples:

Register at a hotel or other hotel services

Collect a parcel from the post office, leave shoes at the shoe repair shop

Pay bills from a cash machine, take money out of a cash machine

Visit a travel agent, decorator

Wait at customs

Take a coat for cleaning to a laundrette or take it to the dry cleaners

363 Personal services

Definition:

Personal services that can't be delegated to others.

At the doctor's, dentist's, physiotherapist's, masseur's... due to medical care for oneself (note 039).

At a beauty salon, hairdresser's, solarium, to have a manicure... in terms of services invoiced for oneself (note 031).

This also includes waits related to these services.

Examples:

Facial care, having navel pierced, waiting at the hairdressers

Maternity visit, home visit by the doctor

Be in the waiting room at the doctors, in the hospital (as a patient)

369 Other purchase and service activities, whether specified or not

Examples:

Waiting in the car while my wife makes a purchase (note 531)

371 Household management

Definition:

Planning and organisation, household budget forecast, accounting, paperwork, banking services, writing a shopping list, organisation and supervision of external services (for example, repairs) carried out for the household (note 36).

Phone calls to institutions (notes 36, 362 and 514), correspondence with the authorities, complaints.

Buying online, over the phone or by correspondence.

Computer or Internet use for this household management (note 722).

*NOTE: Going to a post office, the bank... are included in **362 Commercial and administrative services**.*

*Going shopping..., is included in **361 Shopping**.*

*Paperwork and purchases relating to farming and livestock (as a job) are included in **111 Main work and secondary work**.*

Examples:

Consulting bank statements online or over the phone (telephone banking)

Filling out a bank draft form

Reserving/purchasing cinema tickets from home (note 521)

*NOTE: Purchasing cinema tickets, at the cinema, or for the swimming pool, at the pool, are included in **361 Purchases***

Making ticket reservations for the theatre, museums, amusement parks online

Reserving/buying plane, train tickets... online

Making a phone call to the paint shop

Ordering a pizza over the phone

Planning the day, a party, my daughter's birthday party, weekend activities for the household

Planning meals or food shopping.

Make phone calls to see whether there are places at a school

Visit a school to get information on places for the following year (see 362)

Ordering products online, buying furniture, a bicycle online

Consulting water bills, electricity, gas, telephone...

Consulting train, plane, bus times...

Being present during the repair of a household appliance (supervision)

Accounting

Definition:

Childcare by parents or older siblings of children, other household members (for example, grandparents who are members of the household...) of **child household members**

NOTE: For these purposes, he or she will be regarded as a child up until and including the age of 17 years.

Looking after household children together with children from other households is included here. If only children from another household are looked after, it is included in informal help given to other households, 423 Care for children who live in another household or 424 Assistance in care for children from another household.

381 Physical childcare and supervision of children

Definition:

Feeding them, dressing them, putting them to bed, rocking them, getting them up, washing them...

Supervise them at home and outside.

Examples:

Babysitting my younger sister

Breastfeeding my daughter, holding my son in my arms.....

Changing my baby's nappies

Comb my child's hair, put them to bed, wake them up

Looking after a sick daughter (note 039)

Look out for children (including my own) who are playing outside

Being present for my son's training

Go to the park with my daughter (members of the household)

Telling the child off

Looking after the grandchildren (if the grandfather or grandmother belong to the household)

382 Teaching the children

Definition:

Helping children with their homework, teach them to do specific things.

Examples:

Check their homework

383 Reading, playing and talking with children

NOTE: If siblings speak to each other it is included in 511 Family and if they play together in 732 Society games.

Watching TV with the children is included in 821 Watching television, watching the Bambi DVD with the children in 822 Watching DVDs or videos and watching a film with the children in 829 Watching television, DVDs or videos, whether specified or not.

Examples:

Entertaining, amusing, playing a game with the children, reading them a story (notes 511 and 732)

384 Accompanying children

Definition:

Go with children to the doctors

Waiting for them at a sports centre, music class... if no activity different from waiting is specified.

Visiting school or the nursery.

It includes parents' meetings with teacher or tutor... (note 431)

NOTE: If an activity different from waiting is specified, it should be coded, for example, have a coffee.

Parent-Teacher Association Meetings are included in 431 Meetings

Watch a competition that my daughter is taking part in is included in 525 Sporting events

Time spent on journeys is included in 938 Journeys made due to childcare.

Examples:

Going to an end of term party at school, nursery... (note 513)

At school with my children

Speaking to the teacher, carer, with the babysitter...

Taking my daughter to the sports centre (note 525)

389 Other childcare, whether specified or not

Examples:

Listen to my daughter play the piano at home

Helping my little girl

39

ASSISTANCE FOR ADULT MEMBERS OF THE HOUSEHOLD

Definition:

Helping adults and caring for them (except domestic tasks).

NOTE: Housework is encoded depending on the activity, for example, preparing a meal for one household member is included in 311 Preparation of meals and preservation of food.

Help given to an adult belonging to another household is included in 42 Informal help to other households according to the specific activity.

391

Physical care for dependent adults who are members of the household

Dependency in taken to mean the permanent status of persons who, for reasons deriving from age, illness or disability, and associated with the lack or loss of physical, mental, intellectual or sensory autonomy, require care from (an)other

person(s) or significant assistance performing simple, everyday activities or, in the case of persons with learning difficulties or mental illness, other support for their personal autonomy.

Definition:

Physical care provided to a dependent adult: feeding them, washing them, dressing them and getting them ready for bed.

Examples:

Feeding my (elderly) mother, combing her hair
Changing the nappy (elderly or disabled person)
Dressing my wife who has Alzheimer's
Tying my brother's shoes (disabled adult)
Helping put my grandfather to bed/helping him out of bed
Helping him up the stairs
Preparing his medicines

392 Other assistance for dependent adults who are members of the household

Definition:

Supervising and accompanying a dependent adult: emotional help, information and advice; accompanying her to the doctor's, visiting her in hospital.

Examples:

Being in the courtyard with my elderly father (supervision)
Entertaining my brother (disabled adult)
Playing cards with my mentally disabled brother
Speaking to my mother's carer

399 Assistance for non-dependent adults who are members of the household

Definition:

Assistance for adult members of the household not included in the previous two categories. Assistance for an adult who is temporarily ill (minor accident, minor operation, common illnesses...). Hair cut, massage; psychological help, information and assessment; accompanying them to the doctor's, visiting them in hospital.

Examples:

Cut my spouse's hair
Waking up my husband, wife, father, mother, brother, uncle
Giving my wife a massage
Helping my brother up the stairs since he has a leg in plaster
Discussing my husband's operation with the doctor

4	Volunteer work and meetings <i>NOTE: The activities volunteer work and meetings in which a computer or the Internet is used should have a column "computer or Internet" marked with a cross (X).</i>
41	VOLUNTEER WORK FOR AN ORGANISATION <u>Definition:</u> Work as an unpaid volunteer or for minimum fees

411 Volunteer work for an organisation

Definition:

Voluntary work for an organisation (note 111) or directly to persons via the organisation itself. Includes work undertaken for groups and associations, as well as work undertaken for a school or nursery, neighbourhood groups...

Work as a committee member.

Administrative work.

Preparation of activities, preparatory work for events.

Cake making,..... for the organisation, work in a canteen.

Repairs and other small jobs for an organisation.

Volunteer fireman.

Civil protection volunteer.

Do the accounts for clubs.

Giving information, distributing leaflets, flyers...

Activities related to collecting money for an organisation.

Voluntary work. Looking after elderly persons and disabled persons via an organisation.

Distributing meals (to the poor).

Teacher or trainer.

Coach, referee... for sports and gymnastics.

Leader of a young people's group, for example, boy scouts leader.

Free-time monitor.

Work in a children's care group.

Management and organisation of a self-help group.

*NOTE: Assistance to other households without going via an organisation is included in **42 Informal help given to other households** depending on the activity carried out.*

Examples:

Board of Directors meeting

Call a list of people to confirm their attendance at a meeting
Get together material for the Board of Directors meeting
IT tasks for the tennis club
Count and distribute clothes (for the basketball club)
Distribute the minutes of a meeting
Animal and environment protection
Buying/selling lottery tickets for the association
Prepare a board meeting
Look for sponsors
Classify clothes (basketball club sales)
Classify club correspondence
Work on an organisation's informative notice
Distribute an organisation's correspondence
Be responsible for charging for membership fees
Post electoral notices
Election night activities
Distribute informative leaflets on organisation activities
Request subsidies
Public administration management
Activities as a member of a religious help group: hospital visits, distribute food to the poor in a soup kitchen, support groups, ...
Coach of a handball team (or other sports)
Donate blood (Sight 439)
Helping at a refugee centre
Helping with activities organised at a swimming pool and cleaning the pool area
Leader of a young people's religious group, youth meeting
Volunteer group for the protection of woods, beaches, ...
Planting trees via an association

*NOTE: Tree planting, without going via an organisation, is included in **341 Gardening** if it is in one's own garden or in **422 Assistance at work and agriculture** or **429 Other informal assistance, whether specified or not** if it is in another private garden, depending on whether or not the products are intended for sale, respectively*

42

INFORMAL HELP GIVEN TO OTHER HOUSEHOLDS

Definition:

Help given by the informant to other households directly, without going via an organisation (note 411).

*NOTE: The majority of activities reflected in the "list of activities" are likely to include an element of assistance given to other households. In general, if an activity is carried out for oneself and to assist **someone else**, the activity carried out for oneself will be coded in main activity and the code 42 will be put in **secondary activity**, volunteer work and help given to other households.*

Using the following example we try to give an idea of the general rule for encoding, bearing in mind that where it reads "buy", any other activity could appear.

Example:

Activity 1: Buying for myself (exclusively)

Activity 2: Buying for my neighbour (exclusively)

Activity 3: Buy for both.

Activities 2 and 3 are considered to have a total element (activity 2) or partial element (activity 3) of giving help to another household.

However, the three activities have different codes:

*Activity 1: Code **361***

*Activity 2: Code **429***

*Activity 3: Code **361**, but code 429 should be put in the secondary activity.*

*If almost **all the shopping is for the neighbour**, the limit isn't clear, meaning that **the decision on what to code as the main activity and what to code as the secondary activity will be obtained from the literal context.***

421 Assistance with construction and repairs

Definition:

Help given to another household in the construction of a dwelling, repairing a car and other activities included in section **35 Construction and repairs**.

Examples:

Helping a neighbour to repair their roof

Making a toy, a catapult, a kite... for grandchildren (another household)

422 Assistance at work and in agriculture

Definition:

Unpaid help given by the respondent to people in another household with the paid work of this person, or with farming or livestock activities.

Examples:

Helping to organise, look after livestock, cows, calves

Helping on my uncle's farm
Helping my sister to clean the office
Helping to plant fruit trees on my uncle's farm (fruit for sale) (note 411)

423 Caring for children who live in another household

Definition:

All activities included in code **38 Childcare** relating to the children (up to the age of 17 years) of the respondent, who do not live in the respondent's household. (As long as children of the actual household are not cared for at the same time –note 38-)

Examples:

Taking my child to school (the child is not a member of the respondent's household).

Collecting my child at his or her father's house.

Taking care of my daughter, who normally lives with my ex-partner, at weekends

424 Assistance in caring for children from another household

Definition:

Assistance given to another household in activities included in section **38 Childcare**, except one's own children, who live in another household, for whom the code is **423**. (As long as children of the actual household are not cared for at the same time –note 38-)

Examples:

Looking after a neighbour's child (without pay)

Looking after my grandson (who does not live in the same household)

425 Assistance for adults from other households

Definition:

All activities included in code **39 Assistance for adult members of the household**, who do not live in the respondent's household.

Examples:

Assisting someone by lending him or her money

Giving psychological support to my friend

Visiting elderly persons at home, in hospital...

Going to the doctor's with my mother, my uncle... (note 429)

Assisting my dependent or sick (adult) brother (who lives in another household)

Entertaining my sick, dependent friend

429 Other informal assistance, whether specified or not

Definition:

Assistance for another household in activities included in the sections:

31 Culinary activities (cooking, baking, preserving, sweeping...)

32 Household maintenance (cleaning of interiors or exteriors...)

33 Tailoring and care of clothing (washing, ironing...)

34 Gardening and pet care (care of plants, walking the dog...)

36 Purchases and services

37 Household management

and other specified assistance not included in codes **421** to **425**.

*NOTE: Accompanying an adult to the doctor's is included in **425 Assistance for adults from other households***

Examples:

Help given to a neighbour

Help given to a relative

Making a cake for my parents

Helping hosts prepare food, wash the dishes...

Help with a move

Water a neighbour's outdoor plants

Feed a neighbour's dog

Cutting my mother's lawn (another household)

Go with my neighbour to buy a car

Taking food to my neighbour

Going with a friend to look at a computer that he is thinking of buying

Helping a relative to clean the house

Helping the neighbour find his or her house keys

Deliver the shopping to the neighbour

Helping to plant fruit trees on my uncle's farm (fruit for sale) (note 411)

43

PARTICIPANT ACTIVITIES

Definition:

Participation free of charge in meetings or during minimal working hours.

431

Meetings

Definition:

Attending meetings or other activities related to social, political, youth (scouts), sports organisations... when not holding a key post in the aforementioned organisations .

Attending Parent-Teacher Association Meetings(note 384)

*NOTE: Parents' meetings with the teacher or tutor.. are included in **384 Accompanying children***

Examples:

Organisation of activities at a camp

Political meeting

Attending a trade union demonstration

432 Religious practices

Definition:

Going to church, the synagogue, mosque or other temple (not as a monument).

Participating in religious ceremonies such as weddings, funerals (note 513).

Religious practices, prayers, reading of holy books (Bible, Koran, Talmud...) (note 812), religious ceremonies, also performed at home.

Follow religious ceremonies (also on the television or radio, also encoded as a secondary activity where appropriate **821 Watching television, 822 Watching DVDs or videos, 829 Watching television, DVDs or videos, whether specified or not, 831 Listening to the radio, 832 Listening to recordings or 839 Listening to the radio or recordings, whether specified or not**).

NOTE: The wedding reception is included in 513 Parties and celebrations.

Rehearsal for the church choir is included in 711 Artistic hobbies.

Examples:

Go to a church service

Go to Sunday school, a confirmation meeting

Going to a religious procession both as a participant and watching it from home.

Listen to recorded religious ceremonies (encode as a secondary activity **832 Listening to recordings**)

participate in baptism, confirmation, first communion ceremonies

Religious meetings

Religious activities carried out in small groups

Reading and studying the Bible, Koran, Talmud... with the family

Watching religious ceremonies on the television or radio (encode as a secondary activity **821 Watching television**)

439 Other participant activities, whether specified or not

Examples:

Vote

Be a witness in a trial

Form part of a jury

Cleaning plaques or graves, putting flowers on a grave (not looking after them -see 341-)

Donating blood (see 411)

5	Social life and recreation
	<i>NOTE: Social life and recreation activities in which a computer or the Internet are used should have the column "computer or Internet" marked with a cross (X).</i>
51	SOCIAL LIFE

511 Socialising with family

Definition:

Social life, only with household members, when no other activity is mentioned.
Spending time with the family (when not a visit), conversation after meals...

*NOTE: Parents socialising with their own children is included in **383 Reading, playing, speaking with children.***

Examples:

- Reasoning with my older sister
- Saying goodbye to the family
- Joking around with my brother
- Chatting to my brother (note 383)

512 Visiting and receiving visits

Definition:

Social relations with friends and relatives at home or in their homes. Other household members may be present.

*NOTE: Activities undertaken during visits are coded as main activity (for example, lunch, television, games), noting the visit as the secondary activity, code **512**. If the activities undertaken during a visit are not detailed in the diary, or **the visit is made exclusively for social reasons, the code 512 will be noted as main activity.** The total time spent in visits or receiving visits is measured using the codes **with whom and place.***

The use of the code **512** is shown via this example

Main activity		Secondary activity	
Going to lunch with my sister	900		
Lunch	021	Talking to my sister	512
Lunch	021	"	512
Washing up	429	"	512
Speech	512	"	512
Walking home	900		

Examples:

- My family comes to visit me
- I had a visit from or I visited a friend

513 Parties and celebrations

Definition:

Weddings, funerals, confirmation, graduation and special anniversary parties. Together with household members, family members, friends, relatives... at home or outside the home. Celebrations in the workplace, at association headquarters...

*NOTE: Ceremonies of this kind in churches, synagogues, mosques and other places of worship are included in 432 **Religious activities**.*

*Going to an end of term party at school, nursery is included in 384 **Accompanying children**.*

Examples:

Go to my cousin's birthday party

Go to a university welcome party

Tidying the club

Wedding reception (note 432)

514 Telephone conversations

Definition:

Conversations with household members, friends, at home or outside the home...

*NOTE: Telephone calls relating to managing and organising the household are classified 371 **Household management**.*

*Telephone calls relating to work in 111 **Main work and secondary work**.*

*Talking to a friend on Messenger, Skype or any other voice protocol online is included in 723 **Online communication**.*

Examples:

Listen to answering machine messages

Talking on the mobile (note 723)

Reading, writing, sending text messages on a mobile phone (note 723)

519 Other social life activities, whether specified or not

Definition:

Be with friends, relations... Household members may be present.

Examples:

Talk with the neighbour, with a relative in a café

In the street with friends

Go to a bar, go out for drinks, have a coffee, go to a pub with a friend...

Be with friends

Chatting to workmates

	<p><u>Definition:</u> As a spectator or listener</p>
521	<p>Cinema</p> <p><u>Definition:</u> See films at the cinema or film library. Wait to go in to the cinema</p> <p><i>NOTE: Reserving/buying tickets from home is classified in 371 Household management.</i></p> <p><i>Buying cinema tickets is classified in 361 Purchases</i></p>
522	<p>Theatre and concerts</p> <p><u>Definition:</u> All kinds of theatre. Musicals.</p> <p>Classical music concerts/opera and ballet/dance. Also zarzuela (traditional Spanish operetta)</p> <p>Modern music concerts and other types of music.</p> <p>Performances in closed venues, in the street...</p> <p><u>Examples:</u> Watching street theatre, multimedia Watching classic play performances Attending dance performances (ballet, modern dance and other dances) Attending a chamber music concert Jazz, rock concert</p>
523	<p>Art exhibitions and museums</p> <p><u>Definition:</u> Visiting art exhibitions, museums... queuing to go in the museum (if no other activity is specified).</p>
524	<p>Libraries</p> <p><u>Definition:</u> Borrow books, CDs, cassettes, videos... Use the computer in the library. This includes reading the newspaper or listening to music in the library.</p> <p><i>NOTE: Studying in the library is classified according to it's nature in 212 Homework and library or in 221 Studies during free time.</i></p> <p><u>Examples:</u> Borrow a book from the college library Search for a book (including computer help)</p>

525 Sporting events

Definition:

Going to a sports event, for example, a car rally, horse racing, football matches... (includes breaks, intervals, time waiting)

*NOTE: Following said sports events on television is included in **821 Watching television**, watching a recorded sports event in **822 Watching DVDs or videos***

*Taking a daughter to a sports centre is included in **384 Accompanying children** if it is for exercise, for training, not for competing*

Examples:

Boxing, freestyle wrestling, martial arts

Cricket, watch a basketball, handball, volleyball match...

Equestrian or dog sports (Horse racing, horse jumping, polo, dog show, greyhound racing...)

Watch a competition that your son is taking part (note 384)

Motor sports (car/motorbike racing, rallies, motocross...)

Rugby, American football, baseball games...

Watch a football, tennis match...

Watch a ski-jump, slalom competition...

529 Other recreational and cultural activities, whether specified or not

Examples:

Visit botanical gardens, nurseries

Go to car exhibitions

Catwalk shows

Visiting cathedrals, churches, abbeys... as monuments

Go to fairs

Visiting factories (for example, breweries, wineries), the fire station...

Leisure parks (theme parks, funfairs, fairs, circuses, public holidays, carnival...)

Going to shopping centres for entertainment, leisure reasons...

Special events, for example a sailing boat race

Castles, monuments, historic houses...

Zoos (Wild animal parks, aquariums, safari parks)

Bullfighting

Tourism

531 Passive leisure

Definition:

Doing nothing, sitting down, reflecting, relaxing, resting, waiting, meditating, smoking, sunbathing (note 039), thinking, talking to a cat or dog, stroking a cat or dog...

Going to the beach or swimming pool if no other activity is specified such as swimming, playing, reading, walking...

*NOTE: Waiting in the car while another household member is making purchases is included in **369 Other purchases and services, specified or not**.*

Waiting at the doctors, at the dentists, in a queue at the bank..., is coded as a main activity that leads to waiting... The same applies to waits at the bus stop, metro...

*Sunbathing for personal care reasons is included in **039 Other personal care, whether specified or not***

Examples:

Admire some flowers

Be bored

Relaxing

Do nothing in particular

Recharge batteries

Let time pass

Listen to the birds

Kill time

Resting (without sleeping) (note 011)

Laze around

To settle oneself

Philosophise (alone)

Be at the beach

Try to get to know oneself better

Wait for a guest to come

Waiting for the little girl to arrive

Getting around the house or outside it

Looking at the aquarium at home

Looking out of the window

Look at planes, people in general, boats

6	Sports and outdoor activities <i>NOTE: Includes physical exercise, but not journeys with a specific purpose (for example, walking to work)</i>
61	PHYSICAL EXERCISE
611	<p>Walking, strolling and hiking</p> <p><u>Definition:</u> Walking, strolling, wandering around the city, in the countryside... for exercise</p> <p><i>NOTE: Walk the dog is coded as 344 Walk the dog.</i></p> <p><i>Going for a walk, walking and returning home are all included in this heading whenever the outward walk or the return was not noted as done by bus or other means of transport.</i></p> <p><u>Examples:</u> Collect wild flowers during a country walk Going for a walk around the city, in the country... Go for a walk with a child in the neighbourhood Bird watch during a walk</p>
612	<p>Running</p> <p><u>Definition:</u> Rush, jog, run.</p>
613	<p>Biking, skiing and skating</p> <p><u>Definition:</u> For exercise purposes</p> <p><u>Examples:</u> Alpine skiing, ski mountaineering, snowboarding Roller skating, in-line skating Ski-jumping Climb a mountain pass by bike</p>
614	<p>Ball games</p> <p><u>Definition:</u> Football, rugby, volleyball, basketball, tennis, squash, badminton, table-tennis, ice-hockey, bowling, golf...</p> <p><u>Examples:</u> Football training, playing football, kicking a ball around Playing handball, basketball, tennis Field hockey</p>

615	<p>Gymnastics, fitness and body-building</p> <p><i>Definition:</i></p> <p>Organised programmes or at home. All kinds of gymnastics, aerobics, yoga... Exercise at a fitness centre or gym or at home using equipment.</p> <p><i>Examples:</i></p> <p>Gymnastics for the back Aerobics Morning gymnastics at home, stretching Body building, muscle training... Weightlifting Exercise bike Pilates Qi Gong</p>
<hr/>	
616	<p>Water sports</p> <p><i>Definition:</i></p> <p>Swimming, rowing, sailing, windsurfing...</p> <p><i>Examples:</i></p> <p>Swimming in a pool Water gymnastics Water polo Canoeing, sailing</p>
<hr/>	
619	<p>Other physical exercise activities, whether specified or not</p> <p><i>Examples:</i></p> <p>Archery Dancing Judo, karate, tai chi... Go-kart racing Motor sports Mountaineering, climbing Going camping</p> <p style="padding-left: 20px;"><i>NOTE: Pitching the tent is 324 Various organisational tasks</i></p> <p>Horse riding (note 342) Attend a sports course, training session Do sport A little exercise</p>

62	PRODUCTIVE EXERCISE
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621 Productive exercise (Hunting, fishing, etc.)

Definition:

Productive activities with monetary value belonging to the National Accounts System: Hunting, fishing, collecting mushrooms, blackberries, asparagus, truffles, chestnuts, bay leaves, chamomile, rosemary, other aromatic plants.

Examples:

Clean game or fish in the woods

Fish for river trout

Stalking moose, deer...

Organise and clean the fishing boat (if fishing as a hobby)

*NOTE: When the boat is used as a workplace, its cleaning is included in **111 Main work and secondary work**.*

*If the boat has been used to take a trip out to sea, ...its cleaning is included in **354 Vehicle maintenance**.*

63	SPORTS-RELATED ACTIVITIES
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631 Sports-related activities

Definition:

Activities related to sport and physical exercise, for example preparing sports equipment or changing clothes in a sports centre. Neither the sports themselves nor the journeys are included.

*NOTE: Packing the equipment, clothes... at home is included in **324 Various organisational tasks***

Examples:

Wait for a gymnastics class to start

Choose a horse

Clean hunting tools

Clean the nets

Taking sports clothes or equipment out of sports bag at the sports centre

Working in the stables, without actually looking after the horses

7	Hobbies and computers
	<i>NOTE: Hobby activities, in which a computer or the Internet are used, and all computer activities should have the column "computer or Internet" marked with a cross (X).</i>
71	ARTS AND HOBBIES

711 Artistic hobbies

Definition:

Activities relating to the plastic arts (painting, photography, sculpture, paper, ceramics, graphic arts, pottery...) at home, at a club...

Also related to visual arts (cinema) or performing arts with the help of a computer.

Singing alone or in a group, dancing, play musical instruments.... Producing music. Rehearsals, preparations for a concert: tuning...

Active participation in theatre, acting in a drama group.

Write novels, poetry, a personal diary, articles...

NOTE: Studying art during free time is included in 221 Studies during free time.

Completing the diary of activities is encoded as 995 Filling out the time use diary

Examples:

Paint china or crockery

Retouch photos with a computer programme

Develop photos

Recording a video of my children or recording a short film

Rehearsal for the church choir (note 432)

Improvised theatre

Rehearsals for a drama group, prepare the stage, perform live

Memorising a theatre script

Make music on keyboards, piano

live with an orchestra or band

Orchestra rehearsal

Sing alone at home, in a choir, at karaoke

Role playing (note 732)

Write a book, an article for a local newspaper...

Note down memorable moments (concerts, trips...)

712	<p>Collecting</p> <p><i>Definition:</i></p> <p>Collecting stamps, coins...</p> <p><i>Examples:</i></p> <p>Swapping stamps, coins, football cards...</p> <p>Ordering stamps</p>
713	<p>Letter-writing</p> <p><i>Definition:</i></p> <p>Reading and writing personal letters, faxes... (note 819)</p> <p><i>NOTE: Email messages are included in 723 Online communication</i></p> <p><i>Reading old personal letters and regular mail (from banks...) it is included in 819 Other reading, whether specified or not</i></p> <p><i>Examples:</i></p> <p>Listening while being read a letter</p> <p>Writing a letter to my grandparents, Christmas cards, wedding invitations...</p>
719	<p>Other arts and hobbies, whether specified or not</p> <p><i>Definition:</i></p> <p>Not included in the previous categories, research as a hobby, genealogy, model airplanes, models, putting together equipment, looking at and ordering photos, slides, radio ham, astronomy...</p> <p><i>NOTE: Clothes making is included in 333 Clothes making.</i></p> <p><i>Woodwork is included in 353 Manufacturing, repair and maintenance of household equipment.</i></p> <p><i>Examples:</i></p> <p>Chemical experiments</p> <p>Showing slides, looking at slides with a projector</p> <p>Making miniatures (planes...)</p> <p>Put photos in an album</p> <p>Watching films with a video projector</p>
72	INFORMATION TECHNOLOGY
721	<p>IT programming</p> <p><i>Definition:</i></p> <p>Programme, prepare or repair the computer</p> <p><i>Examples:</i></p> <p>Assembling the computer, connecting cables..installing components or accessories</p> <p>Install programmes, games</p>

722 Conducting online searches

Definition:

Searching for, reading information on a computer, over a network (for example, surfing the Internet) or mobile phone (for example, wap, 3G pages) or other media (for example, encyclopaedias on CD-ROM –note 812-)

NOTE: Only written information is included, not information received via voice, for example speaking with another person, calling an information service...

*Household IT management is included in **371 Household management***

Examples:

Access, surf the Internet using a modem

723 Online communication

Definition:

Email (reading, writing and sending emails) (notes 713 and 819).

Chatting

NOTE: Communication using the computer, (PC, laptop, PDA), television, games console is included, mobile phone,...

*Conversations via mobile phone, as well as reading, writing and sending text messages by mobile phone are included in **514 Telephone conversations**.*

Examples:

Check emails on the computer, EN

Chat over the Internet

Chatting to a friend via Messenger, Facebook, Tuenti, Skype or any other VOIP (note 514)

729 Other computer activities, whether specified or not

Definition:

Other IT hobbies not previously mentioned

Examples:

Sitting in front of the computer

Playing with the keyboard, mouse...

Working on the computer (when it is not part of paid work)

73	GAMES
731	<p>Single-player games, gambling</p> <p><i>Definition:</i></p> <p>Crosswords, solitaire... games to play on your own Playing alone with dolls, soldiers, toys, cats, dogs... Lottery, Lotto, Sports lottery, Primitiva lottery Also play cards when betting is involved</p> <p><i>Examples:</i></p> <p>Do a puzzle (alone) Pinball Practice card tricks Betting live, in a betting shop, at a casino, online Bingo National Lottery Playing cards, billiards ... for money</p> <p><i>NOTE: Playing billiards when betting is not involved is included in 732 Parlour games and play</i></p> <p>Slot machines</p>
732	<p>Parlour games and play</p> <p><i>Definition:</i></p> <p>Indoor or outdoor games Children playing with other children or adults.</p> <p><i>NOTE: Games with bets are included in 731 Single-player games, gambling.</i></p> <p><i>Role games are included in 711 Artistic hobbies.</i></p> <p><i>Parents playing with their own children aged up to 17 years old are included in 383 Reading, playing and talking with children.</i></p> <p><i>Examples:</i></p> <p>Card games, dice, dominoes, chess, noughts and crosses and other board games. Billiards, darts, table football... Outdoor games such as petanque Backgammon, Bridge Play hide and seek, leapfrog, ransom Playing games with bottle caps, spinning tops, marbles Skipping, Chinese jump rope Chatting to my brother (note 383)</p>

	Trading cards
733	Computer games <u>Definition:</u> Video games, computer games and mobile phone games <u>Examples:</u> Playing Nintendo, Play-station, PSP, Xbox, Wii Play computer solitaire, on the mobile
739	Other games, whether specified or not <u>Examples:</u> Play a game

8	<p>Media</p> <p><i>NOTE: The activities media in which a computer or the Internet are used must have the column "computer or Internet" marked with a cross (X).</i></p>
81	<p>READING</p>
811	<p>Reading periodicals</p> <p><u>Definition:</u></p> <p>Reading of daily press (dailies, newspapers, news broadcasts...) and their supplements.</p> <p>Reading magazines, magazines being understood to be periodical thematical press, weekly, monthly, quarterly..., mainly on coated paper: tabloids, gutter press...</p> <p>Reading of local, national and international newspapers.</p> <p>Publications</p> <p><i>NOTE: Reading, directly work-related, is included in 111 Main work and secondary work.</i></p> <p><u>Examples:</u></p> <p>Reading of national newspapers</p> <p>Reading of free newspapers or magazines</p> <p>Reading comics</p> <p>Reading of comic strips</p> <p>Reading hunting, science, real-life romance or gossip magazines... Reader's digest</p> <p>Reading of electronic newspapers</p>
812	<p>Reading books</p> <p><u>Definition:</u></p> <p>Novels, biographies, manuals, informative, instructive books...</p> <p><i>NOTE: Reading, directly work-related, is included in 111 Main work and secondary work.</i></p> <p><i>Reading for an exam is included in 212 Homework and library.</i></p> <p><i>Reading holy books (the Bible, Koran, Talmud...) it is included in 432 Religious practices.</i></p> <p><u>Examples:</u></p> <p>Look at an encyclopaedia</p> <p><i>NOTE: Looking for, reading information in an encyclopaedia on CD-ROM is included in 722 Conducting online searches.</i></p> <p>Read a biography</p> <p>Read a romantic novel</p>
819	<p>Other reading, whether specified or not</p>

Definition:

Read leaflets, advertising, adverts... regular mail from banks... (note 713)

NOTE: Reading personal letters is included in 713 Correspondence

Reading email is included in 723 Online communication

Examples:

Looking at a clothes catalogue

Look at a furniture catalogue

Reading a catalogue order form

Read old personal letters (note 713)

Read travel brochures

Reading instruction manuals

Reading in bed

82	WATCHING TELEVISION, DVDS OR VIDEOS
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821	Watching television
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Definition:

Watching television when specified.

NOTE: Taking courses on TV or radio (for example, language learning) is included where appropriate in 211 Classes, courses, and conferences or 221 Studies during free time (encoding as a secondary activity 821 Watching television)

Watching religious ceremonies on TV is included in 432 Religious practices (encoding as a secondary activity 821 Watching television)

Examples:

Watching TV

Watching music videos on TV

Use teletext

Watching a film on TV

Watching TV with the children (note 383)

Watch a TV programme

Watching the match (football, basketball, handball...) on TV (note 525)

822	Watching DVDs or videos
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Definition:

Watching DVDs or videos when specified.

It includes recorded TV programmes and rented films

NOTE: Taking courses on TV or video (for example, language learning) is included where appropriate in 211 Classes, courses, and conferences or 221 Studies during free time (encoding as a secondary activity 822 Watching DVDs or

videos) may also be included in **212 Homework and library study**

*Watching recorded religious services is included in **432 Religious practices** (encoding as a secondary activity **822 Watching DVD or videos**)*

Examples:

Watching music videos from the DVD

Watching the rented DVD

Watch a family video

Watching the Bambi DVD with the children (note 383)

Watching a recording of the football match (note 525)

Programming the video to record a film

*NOTE: If the activity lasts more than 10 minutes, you are probably reading the instruction manual to learn how to record or doing a recording test, therefore it is included in **819 Other reading, whether specified or not.***

Watching a wedding video

829 Watching television, DVDs or videos, whether specified or not

Examples:

Watching a film (with the children -note 383-)

83 LISTENING TO THE RADIO OR RECORDINGS

831 Listening to the radio

Definition:

Listening to the radio: music, news, comments...

*NOTE: Taking courses on the radio (for example, language learning) is included where appropriate in **211 Classes, courses, and conferences** or **221 Studies during free time** (encoding as a secondary activity **831 Listening to the radio**)*

*Listening to religious ceremonies on the radio is included in **432 Religious practices** (encoding as a secondary activity **831 Listening to the radio**).*

Examples:

Listening to a radio programme.

Listening to songs on the radio

832 Listening to recordings

Definition:

Listening to CDs, MP3, discs, cassette recordings, tapes...

*NOTE: Taking courses on CD, MP3, tape... (for example, language learning) is included where appropriate in **211 Classes, courses, and conferences** or **221 Studies during free time** (encoding as a secondary activity **832 Listening to recordings**)*

*Listening to recorded religious services is included in **432 Religious practices***

(encoding as a secondary activity **822 Listening to recordings**).

Examples:

Listen to music CDs

Listen to tapes, books

839 Listening to the radio or to recordings, whether specified or not

Examples:

Listening to music

9	<p>Commutes and unspecified use of time</p> <p><i>NOTE: This group includes two different types of code:</i> 1) codes for journeys made due to the main activity (for this purpose) and 2) auxiliary codes for activities that may not be included in any of the groups 0-8. Also included in this group is 995 Filling out the time use diary.</p> <hr/> <p>JOURNEYS WITH A PURPOSE</p> <p><u>Definition:</u></p> <p>Journeys between two places, except when the activity is physical exercise, such as running, walking, strolling, wandering... or walking the dog.</p> <p>See the coding regulations relating to main activities at the beginning of this annex, in particular, the definition and coding of journeys.</p> <p><i>NOTE: When a number of activities are carried out in the same place, the main purpose will define the journey or trip. For example, trips made due to a visit are included in 950 Journeys made due to social life activities, those journeys made due to help given to other households are included in 940 Journeys made due to volunteer work and meetings and those made due to meals in 900 Other journeys made with a purpose, whether specified or not.</i></p> <p><i>Commutes or trips due to work, during or outside normal working hours (work journeys to seminars, meetings...) as well as those made by representatives, lorry, bus and taxi drivers, pizza delivery workers... are included in 111 Main work and secondary work</i></p> <p><i>When the activity is mixed with a trip, there should be no subjective distinction between the two. The main rule is to encode the whole set of activities indicated by the main activity that results in the other activities, for example when an informant goes shopping, it is coded 361 Shopping.</i></p> <hr/> <p>900 Other journeys made with a purpose, whether specified or not</p> <p><u>Definition:</u></p> <p>Journeys with no specified purpose.</p> <p>Journeys made due to:</p> <p>0 Personal care (01 Sleep, 02 Eating and drinking and 03 Other personal care)</p> <p><u>Examples:</u></p> <p>Going to lunch with my sister</p> <hr/> <p>910 Commutes to or from work</p> <p><u>Definition:</u></p> <p>Commutes to work (main and/or secondary) or the return (note 111).</p> <p><i>NOTE: These journeys should be separated from those relating to shopping, child care...</i></p> <p><u>Examples:</u></p> <p>Going from work to school (example 2, definition and encoding of commutes)</p>
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920 Journeys made due to studies

Definition:

Commutes to or from school or university
Other journeys relating to school/university
Journeys relating to studies during free time

Examples:

School trip

930 Journeys made due to other household and family activities

Definition:

Journeys relating to:

30 Unspecified activities for the household and the family

31 Culinary activities

32 Household maintenance

33 Tailoring and care of clothing

34 Gardening and pet care

35 Construction and repairs

936 Journeys made due to purchases and services

Definition:

Journeys relating to:

36 Shopping and services

37 Household management

Examples:

Go by car to a shopping centre

Walk to the supermarket, walking to the shop

938 Journeys made due to childcare

Examples:

Take the children to school, training practice... (note 384)

939 Journeys made due to assistance for adult members of the household

Examples:

Take spouse to work

Taking an adult member of the household to see the doctor

940	<p>Journeys made due to volunteer work and meetings</p> <p><i>Definition:</i></p> <p>Journeys relating to:</p> <p>4 Volunteer work and meetings(41 Volunteer work for an organisation,42 Assistance to other households and 43 Participant activities)</p> <p><i>Examples:</i></p> <p>Go to or return from the cemetery</p> <p>Going to the polling station to vote</p>
950	<p>Journeys made due to social life</p> <p><i>Definition:</i></p> <p>Journeys relating to 51 Social life</p> <p><i>Examples:</i></p> <p>Go to chat with a friend</p> <p>Trips made due to a visit (note 9)</p>
960	<p>Journeys made due to other free-time activities</p> <p><i>Definition:</i></p> <p>Journeys relating to:</p> <p>52 Entertainment and culture</p> <p>53 Passive leisure</p> <p>6 Sports and outdoor activities(61 Physical exercise, 62 Productive exercise and 63 Sports-related activities)</p> <p>7 Hobbies and computers (71 Arts and hobbies, 72 Information technology and 73 Games)</p> <p>8 Media (81 Reading, 82 Watching television, DVDs or videos and 83 Listening to the radio or recordings)</p> <p>Driving for fun (Driving, when it is not related to any activity in particular)</p> <p><i>Examples:</i></p> <p>Drive around the village</p> <p>Go for a run in the car (without a particular purpose)</p> <p>Take a look</p> <p>Travelling through different places with the automobile club,...</p> <p>I was at the sea/I went to the sea</p>
990	<p>Journeys made due to changes in municipality</p> <p><i>Definition:</i></p> <p>Going to the holiday home, going on holiday... for a long period (for example, more than one night) and for different activities.</p>

Also applied to one-day journeys, such as going to the holiday home, or when the journey has several purposes.

NOTE: One-day journeys to go to the theatre or a sports event, shopping, ... should be coded according to their purpose, even if the journey in itself is greater than the activity for which it is made.

Examples:

Go by train to spend the night in a hotel

Go by train to Germany

Go to my sister's house on holiday

AUXILIARY CODES

995 Filling out the time use diary

Definition:

Activities related to the Time Use Survey

Examples:

Filling out the time use diary, helping the little girl complete the time use diary

Make contact with the interviewer

996 Activities relating to other surveys

Definition:

Activities related to other INE surveys, other organisations, companies, ..telephone surveys, with an interviewer, self-completion, ...

Examples:

Speaking to an interviewer, responding to a phone survey, filling in a postal survey, completing the EAPS, HBS, LCS, ...

Ask about any doubts about completion over the phone

997 Other informal activities

Examples:

Asking for alms (begging) with or without consideration: informal parking attendants, buskers on the underground, windscreen cleaners, those opening doors at an establishment, traffic-light puppeteers and other pseudo-begging activities.

998	<p>Unspecified free time</p> <p><i>Definition:</i></p> <p>Free time, but without mentioning any specific activity</p> <p><i>NOTE: The code 998 must only be used with activities included in 5 Social life and recreation, 6 Sports and outdoor activities, 7 Hobbies and computers and 8 Media to which a more precise code cannot be assigned.</i></p> <p><i>Examples:</i></p> <p>Free time</p> <p>Doing different free time activities</p>
<hr/>	
999	<p>Other unspecified time use</p> <p><i>Examples:</i></p> <p>No activity noted</p> <p>I did a bit of everything</p> <p>I spent the afternoon at home, I was at home</p> <p>I returned home, I left home (if it is not possible to add it to the previous or next activity)</p>

7. Place and means of transport

The list of *places* is comprised of a list of two digits that contains 17 places and means of transport.

A specific *place code* allows us to simplify the coding of the main activity. In Szalai's traditional classification, a lot of information is included in the codes themselves, for example for meals and socialising. Now there is a separate column in the diary.

Including the means of transport in the place code reduces the number of codes needed for the main activity; furthermore, these criteria adapt well to the place code content.

00	Place or form of transport not specified
	LOCATIONS
10	Unspecified place
11	<p>Home</p> <p>Home, garage, vegetable garden, garden, farm..., whenever it is located in the dwelling building or adjoining it.</p> <p>This code is used when working at home</p> <p>Also the dwelling used by a student during term-time or by a working household member while working.</p>
12	<p>Second dwelling, weekend or holiday home</p> <p>Owned or rented for the purpose of enjoying free time. Dwellings abroad are included</p>
13	<p>Workplace or school</p> <p>For all work or study up until university</p> <p>Junior school, secondary school, university...</p> <p>Office</p> <p><i>NOTE: If not specified in another place, coffee breaks are considered to take place at the workplace.</i></p> <p><i>Excluding locations associated with searching for a job.</i></p> <p><i>For agricultural workers when they note down working in the fields, in the countryside...</i></p> <p><i>If the workplace is the actual house, it is included in 11 Home</i></p>
14	<p>Other people's houses</p> <p>This includes the weekend home of other households</p>

21	<p>Restaurant, café, bar, pub</p> <p>Also discos, clubs, bakeries, dance halls...</p> <p><i>NOTE: Hotels are included in the code 23 Hotels, guesthouses, campsites. The refectory or canteen... at the workplace or school/university are included in 13 Workplace or school</i></p>
22	<p>Shopping centres, markets, shops</p> <p>Also markets, supermarkets, flea markets, department stores...</p> <p><i>NOTE: Cinemas, bingo halls and leisure areas are included in general, whenever it is specified that they are located within shopping centres</i></p>
23	<p>Hotels, guesthouses, campsites</p> <p>Country cottages are also included.</p> <p><i>NOTE: Restaurants in hotels, guesthouses, on campsites... are included in 15 Restaurant, café, bar, pub. Shops in these establishments are included in 22 Shopping centres, markets, shops</i></p>
24	<p>Beach/swimming pool</p> <p>Also river, lakes, reservoirs...</p>
25	<p>Sport facilities</p> <p>Sports centre, gym, football pitch, aerobics hall</p> <p><i>NOTE: Specific places for open air activities relating to fishing are included under heading 24 Beach/swimming pool. Countryside will be coded as 13 for agricultural workers Place of work.</i></p>
26	<p>Street/public way, in the countryside/open air</p>
29	<p>Other specific locations (without making a journey)</p> <p>Hospital, doctor's, dentist's</p> <p>Library</p> <p>Hairdressing</p> <p>Bank</p> <p>Cemetery</p> <p>Home-owners' association meetings in the hallway</p> <p>Church</p> <p>Retirement home, old people's home</p> <p>Children's school</p> <p>My partner's workplace</p>

By agreement, they include: downloading the purchase from the car and cash machine.

MEANS OF TRANSPORT

30 Unspecified means of transport

PRIVATE TRANSPORT

31 On foot

Also included is waiting for the bus, train...

NOTE: Codes 32-39 are reserved for individual transport and 41 for group transport.

32 Journey by bike

33 Journey by moped, motorbike, motor boat

34 Journey by car

39 Other means of unspecified private transport

Lorry

Tractor

Van

Sleigh

Skates

Rowing boat

By horse

PUBLIC TRANSPORT

41 Means of public transport

Taxi

Bus

Coach

Tram

Underground

Train

Plane

Boat

8. With whom the activity is carried out

The main aim of using the variable *with whom* in this survey is to measure time spent with children. From this point of view, the *with whom* variable should be defined in a broad sense, such as being together and not in accordance with the limited concept of doing together”.

This variable also enables the classification of activities that are not very specific.

Coding for the *with whom* variable is as follows:

- **Alone** (including alone in a crowd)
- **With another household member:**
 - o Partner
 - o Father/Mother
 - o Under 10 years old
 - o Other household members.
- **With other people, known by the respondent**

9. Computer or Internet

The respondent is asked to mark with a cross if he or she uses a computer or the Internet in the activity.

Including one binary variable to define whether the activity has been carried out online (code 1) or not (code 0).

Example:

Reading of electronic newspapers will take code 1 in the binary variable.

NOTE: All activities with the code 72 Information technology will, by agreement, take code 1 in the binary variable.