State of Palestine
Palestinian Central Bureau of Statistics

Time Use Survey 2012/2013

User's Guide

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Concepts and Definitions

This chapter presents the main concepts and terminology used in the report. These concepts are based on the United Nations manual issued in 2006. These concepts and terminology are compatible with the rest of the cross-cutting themes in the Palestinian Central Bureau of Statistics as covered in the glossary of terms used in the PCBS statistical system.

Household:
One person or a group of persons with or without a household relationship, who live in the same housing unit, share meals and make joint provision of food and other essentials of living.

Household Membership:
Persons staying in the dwelling unit are considered members of the household if the dwelling unit is their usual or only place of residence.

Head of Household:
The person who usually lives with the household and is recognized as head of household by its other members. Often he/she is the main decision maker and is responsible for financial support and welfare of the household.

Refugee Status:
This status relates to Palestinians who were forced to leave their land in the Palestinian Territory occupied by Israel in 1948. It applies to their male sons and grandchildren.

Registered Refugees:
It applies to registered refugees holding refugee registration cards issued by UNRWA.

Non-Registered Refugees:
It applies to unregistered refugees who do not hold refugee registration cards issued by UNRWA.

Non-Refugee:
It applies to any Palestinian not categorized under any of the two aforementioned statuses.

Concurrent activities Two parallel activities undertaken by one or more people over a period of time.

Age in Completed Years:
The completed age in years of the person enumerated, which is the difference between the date of birth and the survey reference period.

Main Economic Activity:
Nature of work practiced by a facility and that it was originally established for according to the International Classification Standard of Economic Activities (fourth revision). It contributes as much of the value added in the case of multiple activities within a single institution.

Survey Period:
The period in which this survey was being implemented and lasting for an entire year.

Reference Period:
A period of time when time use data are being collected. The registration period should be for one day only, where an individual begins to register his activities at 24:00 hours at midnight up to the next 24:00 hours at midnight

Record Time:
An exclusive and scheduled registry covering all activities of respondents over a period of 24 hours.

Time Spent in Various Activities;
Time spent on different activities during 24 hours divided by all persons, including those who have not participated in the activity.

Percentage of Persons Who Performed the Activities (Indicator)
Total persons who did the activity divided by total sample size multiplied by hundred.

Average Time Spent in Various Activities by Those Who Performed Them (Indicator)
Total time spent on the activity divided by persons who did the activity.

Work for Corporations/Quasi Corporations, Non-Profit Institutions and Government (Formal Sector Work):
All activities performed in relation to employment in corporations/quasi-corporations, nonprofit institutions and government, and including both paid and unpaid employment irrespective of the industrial sector of the activity and status in employment, work performed under apprenticeship, internship and on-the-job training programmers and other activity.

Work for Household in Primary Production Activities:
All activities performed in relation to the primary production of goods by households whether for market or for own final use. A person's activity is classified as primary production of goods if it is performed in relation to the economic activities of agriculture, hunting, forestry, fishing, mining or quarrying.

Work for Household in Non-Primary Production Activities:
All activities performed in relation to production of non-primary goods by household enterprises whether for market or for own final use such as processing of food products, making of other food products and beverages, making textiles, wearing apparel, leather and associated products, or craft-making using all types of materials.

Work for Household in Construction Activities
All activities performed in relation to construction activities by household enterprises either for income or for own capital formation such as bricklaying, plastering, glazing, thatching, cutting glass, plumbing, painting, wallpapering, carpentry, tiling, electric wiring, floor standing.

Work for Household Providing Services for Income:
All activities performed in relation to production of services by household enterprises for income, such as working time in providing services for income, petty trading, door-to-door

vending, street vending, hawking, providing repair, installation and maintenance services, providing business and professional services.

Providing Unpaid Domestic Services for Own Final Use Within Household:
All activities performed in relation to unpaid domestic services such as preparing and serving food, cleaning, sweeping etc of dwelling and surroundings, clothes care, all aspects of household management, shopping, travel in relation to the activities in this major division.

Providing Unpaid Caregiving Services to Household Members:
All activities in relation to unpaid services for the care of children and adults of one's household, including care provided to members of the household who are sick or disabled.

Providing Community Services and Help to Other Households:
All activities both voluntary and obligatory services for the benefit of members of the community as well as unpaid help extended to other households (such as households of relatives, friends and neighbors).

Education or Learning Activities:
includes time spent in full-time and part-time classes, special lectures, laboratories, examinations, homework, leisure and special interest classes, travel related to education and all other forms of active study. Education, skills acquisition and related activities are considered personal activities: from the perspective of the student/pupil, studying is a consumption activity because it is not possible to delegate to someone else.

Socializing and Community Participation:
Includes socializing, communicating and participating in community events, conversing, social activities, reading and writing mail and participating in community celebrations of cultural/historic events.

Attending/Visiting Cultural, Entertainment and Sports Events/Venues:
Includes visiting cultural events or venues, exhibitions, watching shows, movies, visiting parks, gardens, zoos, visiting amusement centers, fairs, festivals, circus, watching sports events.

Hobbies, Games and Other Pastime Activities:
Includes active participation in arts, music, theatre, dance (not as a job), engaging in technical hobbies such as collecting stamps, coins, trading cards, computing, programming, crafts, playing games, taking courses in relation to hobbies.

Indoor and Outdoor Sports Participation and Related Courses:
Includes active participation in indoor and outdoor sports (not as a job), coaching, training, looking for a gym, exercise program, trainer, assembling and readying sports equipment at the sports centre and taking courses in relation to sports.

Mass Media:
Includes reading (not strictly in relation to work, learning), watching/listening to television and video, listening to radio and other audio devices, use of computer technology (not strictly for work, learning, household management, shopping), going to the library (not strictly for work, learning).

Personal Care and Maintenance:
Includes activities required by the individual in relation to biological needs: sleeping, eating, resting, performing own personal and health care and maintenance or receiving this type of care, activities in relation to spiritual/religious care, doing nothing, resting, relaxing and meditating, thinking, planning.

Transportation (Travel):
This concept refers to the movements of the individual (male or female) from one place to another for purposes related to carrying out different activities and using various means of transportation.

Means of Transportation:
The means of transportation used by the individual in moving from place to another. These means include walking, private vehicles such as cars and bicycles, public means of transportation such buses and taxis, and any other unmentioned means of transportation.

Methodology and Data Quality

Objective of the Survey

The survey provides basic data needed for the development of national policies. The main objectives of the Time Use Survey were as follows:

1. Measurement and analysis of quality of life or general well-being.
2. Identifying demographic and socio-economic characteristics of individuals in Palestinian society.
3. Measurement and valuation of unpaid work (domestic and volunteer work) and development of household production accounts.
4. Improving estimates of paid and unpaid work.
5. Assisting planners and policy makers to develop strategies and policies that may contribute to developmental planning issues.

Questionnaire Design

The survey questionnaire is the main tool for data collection and was designed on the basis of international surveys specially designed for time use surveys, as well as on the basis of the recommendations of the workshop on time use surveys held in Jordan in 2010. This was organized by ESCWA in cooperation with UNSD to develop a questionnaire for a time use survey and coding manual, along with adding activities related to the Palestinian context compatible with the coding manual of the United Nations of 2006. The questionnaire meets the technical specifications for the field work phase and data processing and analysis requirements. The questionnaire included several sections:

Identification Data

This identifies a unified means of determining data that define a household, including the divisions of sample design: the number in the enumeration area, governorate and locality, building identification number, number of household, and the name of head of household.

Quality Control

This is the development of controls of field and office operations and the sequencing in questionnaire stages, usually beginning with data collection through to field and office auditing, data coding, data entry, checks after data entry, and ending with the storage process.

Household Members Background Details

These include household members, relationship to the head of household, gender, date of birth and age, in addition to other demographic and economic data for the household as a whole.

Household Questionnaire

This includes questions related to the household in terms of type of housing unit, material used as flooring in the housing unit, primary fuel type used in cooking, goods and services available, monthly household income, and other indicators.

Daily Record Questionnaire
This part of the questionnaire comprised two time records: in the first record, one male member of the household aged 10 years and above is selected at random and in the second record, one female household member aged 10 years and above is selected at random. The day was divided into periods of time of up to 30 minutes each from midnight until six am and 10 minutes for each period during the day from six am until twelve o'clock at night. The record also contains information that shows whether the activity was performed for a fee or financial return or not. Any secondary activity is also recorded. This information identifies the respondent performing these activities, with whom and the means of transportation or venue where the individual performed the various activities throughout the day (during a 24-hour period).

Data Set Linkage
The data set to users consists of sex primary files that are related by identification variables (keys). A description of the files is below.

File Name	Description	Key
Main	Record Identification	ID00
Family	Household Questionnaire	ID00+ Number of Person (HRR)
Roster	Household Membres	ID00+ Number of Person (HR01)
Final Data	Final data	ID00+ Number of Person (Person)

Sampling Frame and Sample

Target Population
The Target population of the survey consists of all Palestinian individuals of age group 10 years and over, who are living normally with their households in Palestine in 2012/2013 .

Sampling Frame
The sampling frame of the survey consists of a list of enumeration areas from the population and buildings and establishments census which was implemented by PCBS in 2007 (the enumeration area is a geographical area contains number of households of about 124 households in average).The enumeration areas will be used as primary sampling units in sampling design (PSUs).

Sample Size
The sample size of the survey is 5,903 Palestinian households.

Sampling Design
After determining the sample size, the sample type is three-stage stratified cluster sample as following:

  1- First stage: selecting systematic sample of 220 clusters (enumeration areas).

2- Second stage: selection sample of 21 responded households from each EA selected in the first stage (we use the area sampling to get this number of responded households).

3- Third stage: Households that were selected in the second stage, two individuals were chosen, one male and one female for households where there are males and female aged 10 and over. The household that consists of males aged 10 and over only, two males were chosen, and if the household consists of females aged 10 and over only, two females were chosen. The method of Kish tables were used to select the individual from each category.

Sample Strata
The population was divided to strata by:

1- Governorate (16 governorates in west bank and Gaza strip)
2- Locality type (urban, rural, camps)

Weight Calculation of Households
The weight of statistical units (sampling units) in the sample is defined as the mathematical inverse of the selection probability where the sample of the survey is a three-stage stratified cluster sample. Thus, in the first stage we calculate the weight of enumeration areas depending on the probability of each enumeration area (a systematic random sample). In the second stage we calculate the weight of households in each enumeration area. Initial household weights resulted from the product of the weight of the first stage and the weight of the second stage. Final household weights were obtained after adjustment of initial weights with the household estimates of the middle of 2013 with regard to design strata (governorate, locality type).

For individuals, we added the final household weight for each person in individuals file, then the initial individual weight is adjusted to the population estimates 15/5/2013, according to region (West Bank, Gaza Strip), sex (male, female), age groups (17 groups), then we obtained the final adjusted individual weight then we merge this weights to time record file and we adjusted this weights to the population estimates 15/5/2013 according to previous postrata .

Reference Date
This survey was implemented during the period September 29, 2012 – October 10, 2013, i.e., one complete calendar year, and covered all Palestinians in the West Bank and the Gaza Strip.

Data Collection
Field work for data collection for the Time Use Survey was launched on 29/09/2012 and lasted for one statistical calendar year, including seasonal holidays. Field workers worked for nine days, starting on a Saturday when the field worker visited three households, distributed three time records and selected two household members at random. On the second day, the field worker made three inspection visits to households to scrutinize the time record, also visiting three new households to fill in the first part of the questionnaire and choose another two household members at random to complete the time record on Sunday. On Monday, field workers visited households who had been given time records. On Saturday the time records were reviewed and removed once and for all. Inspection visits were then conducted to the households given time records on Sunday and three visits made to three new households on Monday, and so on, until the Sunday of the following week. At the end of the enumeration

zone each day, 21 household questionnaires should be returned at a rate of two time records from each household since the time records cover every day of the week. Field workers commenced desk coding on the third day following receipt of the time records submitted in questionnaires on the Monday for five consecutive days, then began working on questionnaires of a new enumeration zone in a new locality on the following week.

Training Fieldworkers

A training course was launched on 16/09/2012 and lasted until 24/09/2012 for a period of seven days. The fieldwork team for the Time Use Survey was selected from personnel who had worked on the Palestinian Expenditure and Consumption Survey for their experience in working on household surveys. There were 48 trainees in total distributed as follows:
- 34 trainees from the West Bank.
- 14 trainees from the Gaza Strip.

The training combined theoretical, practical aspects, short exams, direct questions and many exercises on the coding manual. The field worker played an important role in distributing questionnaires, examining them the following day, collecting them on the third day, then conducting desk encoding after completion of data collection. There were 14 field workers appointed to work on the project with a variable number of field workers in each area depending on the sample. The team comprised a supervisor, an auditor, one or two female field workers according to the enumeration area in the center, north or south, in addition to five field workers in the Gaza Strip, along with an auditor and a supervisor.

Field workers were trained on the UN coding manual for three days, divided into three coding groups. Each day of coding training included explaining exercises to the groups, conducting practical and theoretical exercises, and at the end of the course, an examination to recruit the best workers.

Response Rates

The sample size of the survey was 5,903 households and 4,605 households were completed. Weights were adjusted to compensate for the non-response cases. The response rate in the survey in Palestine was 79.6% for households as follows:

Interview results of the Households

Interview result	Number of cases
Completed	4,229
Partially Completed	376
Traveling household	100
No one at home	738
Refused	290
No Information	32
Home not occupied	115
Unit does not exist	3
Other	20
Total	**5,903**

Percentage of over coverage errors = $\dfrac{\text{Total cases of over coverage}}{}$ * 100%

$$\text{Number of cases in original sample}$$

$$= 2\%$$

$$\text{Non response rate} = \underline{\text{Total cases of non response} * 100\%}$$

$$\text{Net Sample size} = 20.4\%$$

Net sample = Original sample – cases of over coverage =5,903-118=5,785

Response rate = 100% - non-response rate

$$= 79.6\%$$

Interview results of Individuals

Number of cases	Interview result
Completed	8,560
Partially Completed	55
Refused	144
Other	20
Total	**8,779**

$$\text{Non response rate} = \underline{\text{Total cases of non response} \times 100\%}$$
$$\text{Net Sample size}$$

$$= 1.9\%$$

Response rate = 100% - non-response rate

$$= 98.1\%$$

Data Quality

Concept of data quality covers many aspects, starting from the initial planning of the survey to the dissemination of the results and how well users understand and use the data. There are seven dimensions of the statistical quality: relevance, accuracy, timeliness, accessibility, comparability, coherence, and completeness.

Data Accuracy

The concept of data quality includes multiple aspects, starting from initial planning for the survey and ending with data dissemination and interpretation of data for optimal use. The most important components of statistical quality include accuracy, comparability, and quality control procedures. Statistical quality also includes checking and auditing data accuracy in multiple aspects of the survey, particularly statistical errors due to the use of a sample, plus non-statistical errors by staff and the use of survey tools. Response rates may also have a crucial impact on estimates. This section includes the following:

Statistical Errors

Survey data may be affected by statistical errors as a result of the use of a sample rather than a comprehensive survey covering all units of the study population. Thus, differences may be anticipated from the real values that emerge from a census and variations were calculated for the most important indicators.

The results indicated that there was no problem in the dissemination of data applicable to Palestine as a whole or on a regional basis (the West Bank and the Gaza Strip).

Variance Estimation of the Time Spent on Various Activities by Region (West Bank)

Region	Activities	Estimate (Minutes)	Standard Error %	Confidence Interval 95%		Coefficient of Variation %	Un weighted Count
				Lower	Upper		
West Bank	Work for corporations/quasi corporations, non-profit institutions and government	58	3.7	50.4	65.1	6.5	5679
	Work in household unincorporated enterprises engaged in primary production activities	20	3.2	13.3	25.8	16.1	5679
	Work in household unincorporated enterprises engaged in non-primary production	8	1.5	4.7	10.5	19.1	5679
	Work in household unincorporated enterprises engaged in construction activities	22	2.4	17.8	27.1	10.6	5679
	Work for household providing services for income	52	3.0	46.1	57.9	5.8	5679
	Unpaid domestic services for own final use within household	118	2.0	113.5	121.6	1.7	5679
	Unpaid caregiving services to household members	29	1.0	26.7	30.8	3.6	5679
	Community services and help to other households	12	1.0	10.4	14.4	8.3	5679
	Learning	84	5.1	73.6	93.6	6.1	5679
	Socializing and communication	175	4.9	165.2	184.6	2.8	5679
	Participating in community cultural/social events	2	0.5	1.5	3.5	19.5	5679
	Hobbies, games and other pastime activities	22	1.3	19.2	24.2	5.9	5679
	Sports participation and exercise and related activities	11	0.8	9.2	12.4	7.4	5679
	Mass media use	139	3.4	134.1	147.5	2.4	5679
	Self-care and maintenance	688	4.0	679.8	695.5	0.6	5679

Variance Estimation of the Time Spent on Various Activities by Region (Gaza Strip)

Region	Activities	Estimate (Minutes)	Standard Error %	Confidence Interval 95%		Coefficient of Variation %	Un weighted Count
				Lower	Upper		
Gaza Strip	Work for corporations/quasi corporations, non-profit institutions and government	32	3.0	26.2	37.9	9.2	2881
	Work in household unincorporated enterprises engaged in primary production activities	9	2.0	5.0	12.8	22.2	2881
	Work in household unincorporated enterprises engaged in non-primary production	8	1.5	5.0	10.9	18.8	2881
	Work in household unincorporated enterprises engaged in construction activities	9	1.6	5.9	12.4	17.9	2881
	Work for household providing services for income	43	3.8	35.5	50.6	8.9	2881
	Unpaid domestic services for own final use within household	115	2.7	110.0	120.7	2.3	2881
	Unpaid caregiving services to household members	37	1.7	33.5	40.0	4.5	2881
	Community services and help to other households	17	1.2	14.6	19.3	7.0	2881
	Learning	107	9.7	87.8	126.2	9.1	2881
	Socializing and communication	170	4.6	160.6	178.6	2.7	2881
	Participating in community cultural/social events	10	2.2	6.0	14.9	21.5	2881
	Hobbies, games and other pastime activities	21	2.1	16.4	24.8	10.3	2881
	Sports participation and exercise and related activities	11	1.0	8.9	12.7	8.9	2881
	Mass media use	140	4.2	132.4	148.9	3.0	2881
	Self-care and maintenance	711	5.6	699.8	721.8	0.8	2881

Non-Statistical Errors

Non-statistical errors are possible at all phases of the implementation of the project, from data collection, data entry or non-response and responding errors (respondent), interviewer errors (field worker) and data entry errors in entering erroneous code for activities in the time record. To avoid errors and reduce their impact, the project management made great efforts to ensure the extensive training of field workers on how to conduct interviews, interview procedures, things to be avoided, the pilot survey, and practical and theoretical exercises during training on the encoding of activities in time use surveys. In addition, project management directed the auditor and supervisor to review the coding activities of the field worker on a permanent basis during the period of work on the project. These errors are minimized as experience accumulates; the field team comprised one field worker, an auditor and a permanent supervisor during the period of the project, with the number of field workers increased according to the size of the enumeration area sample.

The most important problems faced by field workers included the refusal of some individuals to respond to the time record by completing the item on activities because of the narrow time period of only ten minutes per activity, plus the time record could only be completed by the person who had been selected.

Data Comparison

This standard is linked to statistical output as it is imperative to make comparisons between available statistical data and other sources or time periods since much of the analysis is based on comparisons. Data comparison is possible for data from 1999/2000, which was the only time use survey implemented by PCBS, and for major groups only due to the lack of other sources for comparison; different methodologies and data collection methods were used in all the other surveys implemented in the Arab world.

Technical Notes
Important technical notes relevant to this report include:

1. The questionnaire developed for this survey was based on the recommendations of the technical mission of 2010 and participation in overseas workshops on time use surveys in 2011 to develop a systematic methodology for the implementation of time use surveys with reference to the 2006 UN Coding Manual for Time Use Surveys.

2. The coding of the Time Use Survey was based on the 2006 UN Coding Manual.

Data Processing
ACCESS was used to prepare the entry program. The entry program contained a number of monitors. Control rules and tests on the entry program were set up in a manner that guaranteed high accuracy of entry of questionnaires as well as cleaning grammar connecting questions together and checking odd values, the marks check variables on the questionnaire level.

Derived Variables

The derived variables as Follows

Description	Value Label	Variable name
HR04	1. Male 2. Female	Sex
Labour_s	1. In labor Force 2. Out Labor Force	Labor Force Status
educ_level	1. less than secondary 2. secondary 3 Diploma or higher	Education Status
age_groups	1. 17−10 Years 2. 18-29 Years 3. 30-39 Years 4. 40-49 Years 5. 50 Years and above	AgeGroups
marital_s	1. Never Married 2. Ever Married	Marital Status
gov	1. Jenin 5. Tubas 10. Tulkarem 15. Nablus 20. Qalqiliya 25. Salfit 30. Ramallah & Al-Bireh 35. Jericho & Al-Aghwar 40. Jerusalem 45. Bethlehem 50. Hebron 55. North Gaza 60. Gaza 65. Deir Al – Balah 70. Khan Yunis 75. Rafah	Governorate
WBGS	1. West Bank 2. Gaza Strip	Region
localitytype	1. Urban. 2. Rural. 3. Camp.	Type of Locality
age_group2	1. 10- 17 Years 2. 18-29 Years 3. 30 Years and Above	Age Group2
day_recode	1. Friday 2. Saturday 3. Sunday-Thursday	Days

Data Processing

ACCESS and ORACLE was used to prepare the entry program. The entry program contained a number of monitors. Control rules and tests on the entry program were set up in a manner that guaranteed high accuracy of entry of questionnaires as well as cleaning grammar connecting questions together and checking odd values, the marks check variables on the questionnaire level.