

EUROPEAN COORDINATION CENTRE FOR RESEARCH AND DOCUMENTATION IN SOCIAL SCIENCES

APPENDIX I

DEFINITIVE CODING FOR THE TIME BUDGET RESEARCH PROJECT

" C O D E "
=====

PILOT STUDY 1965
=====

Bauernmarkt 6
V i e n n a I

C.V.S. 36/English

SK: TBS65001

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I M P O R T A N T

The application of the entire Code, accepted
by the participants, is obligatory.

I. DEFINITIVE CODING OF THE MODULE CARD (CM 1-80)

The module will be reproduced on an IBM-type card of 80 columns. The four first columns (CM 1-4) of this card, destined solely for the module, are reserved to the immatriculation number of the respondent. The same number will be systematically reproduced on the four first columns of any other card bearing on the same respondent. The two last columns (CM 79-80) of the module card (and of any other card) are reserved for a characteristic serial number indicating the position of the card in the series of cards bearing on the same respondent.

The module will be reproduced on as many cards as there are different interviews with the same respondent. However, as a rule only the data on the day the survey bears upon (CM 40-45) will change from interview to the other (made with the same respondent).

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Column CM	Code to be punched	Title
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CM 1-4	Immatriculation Number of Respondent
--------	--------------------------------------

1	0-9	First digit of respondent's immatriculation Nr.
2	0-9	Second digit of respondent's immatriculation Nr.
3	0-9	Third digit of respondent's immatriculation Nr.
4	0-9	Fourth digit of respondent's immatriculation Nr.

=====

NB (1). This number should always include four digits, i.e. Nr.1 should be written 0001. Do not make use of number 0000, which is reserved for certain technical purposes.

NB (2). Every respondent of any country should have an immatriculation number designating him in an unequivocal way; two respondents of the same country cannot have the same immatriculation number and one individual cannot have two different numbers.

NB (3). It is perfectly admissible, and in fact often recommended, to reserve different sectors of numbers between 0001 and 9999 for different categories of respondents of a country. For instance : 0001-1000 to respondents of a city, 1001-2000 to respondents of the surrounding areas of the same city. Several participants of the same country may divide the immatriculation numbers among themselves as well. This would facilitate the administration and handling of the sets of cards.

=====

Column	Code to be	T i t l e
CM	punched	

CM 5-13 General Information on Respondents

CM 5-6 Country of the Survey Site

5-6	00-09	Reserved
	10-19	Belgium
	20-29	France
	30-39	USSR
	40-49	Federal German Republic
	50-59	USA
	60-64	Bulgaria
	65-69	Hungary
	70-74	Poland
	75-79	Yugoslavia
	80-84	Peru
	85-99	Reserved

NB. Participants are free to make use of the series of numbers reserved for a country to delineate different sites or parts of sites of the same country, or the different categories of the survey population of the country (e.g. respondents of different nationalities, etc.). In Yugoslavia, numbers 75-77 will be used by the research team working in Serbia (Belgrade) and numbers 78-79 by the team working in Slovenia (Ljubljana).

CM 7 Sex of the Respondent

7	0	Male
	1	Female
	2-8	Not to be used
	9	No answer

NB. Codes 2-8 in this column should not be used. Code 9 ("No answer") should apply only to cases where the interviewer has forgotten to note the sex of the respondent in the questionnaire and the correct answer could not be reconstructed from the different data of the interview (which must happen rarely).

Column Code to be
CM punched

Title

CM 5-13

(continued)

CM 8

Age Group

8	0	Aged under 20
	1	" 20-24
	2	" 25-29
	3	" 30-39
	4	" 40-49
	5	" 50-54
	6	" 55-59
	7	" 60-64
	8	65 or over
	9	No answer

NB. The survey does not include members of the population over 65, nor those who have not yet completed their 18th year. (Punch cards of interviews not fitting in the standard pack may of course be those of individuals of any age; therefore the classification - "Aged 65 or over").

CM 9

Place of Respondent in Population
Structure according to Occupation

9	0	Occupied outside home
	1	Occupied at home
	2	Housewife
	3	Not working - invalid or disabled
	4	Not working - retired or pensioned
	5	Full-time student
	6	Unemployed
	7	Others
	8	Free code for eventual sub-division in not-working categories 2-7
	9	No answer

NB (1). "Occupied" means somebody pursuing to a non-negligible degree a bread-earning activity.

NB (2). In doubtful or mixed cases, the individual should be designated by the lower code number. For instance, a housewife who has been pensioned off should be designated by code 2 (and not 4), an individual occupied partly outside home and partly at home by code 0 (and not 1) etc. Of course an invalid or retired individual may be occupied at the same time, and he will be classified in code 0 or 1 according to the type of activity. A person living in the household and keeping the house to make wages (servant, etc.) should be considered as "Occupied at home".

NB (3). cf. CM 46, a column reserved for a sub-division of CM 9.

Column Code to be
CM punched

T i t l e

CM 5-13

(continued)

CM 10 Occupational Skill of Respondent

10 Not working-with no occupational skill

1 Unskilled worker

2 Semi-skilled or skilled worker

3 Technician (any technical qualification

higher than skilled worker but not

engineer or similar ;e.g. foreman, draughtsman,

Lower white collar

5 Upper white collar

6 Executive, business manager, engineer(with

university or technical degree), professio

worker(lawyer, doctor,-etc.)

7 Farmer (farm hand, agricultural worker,

labourer)

8 Craftsman, shopkeeper, small trader

9 Others and no answer

NB (1). A not working subject may however have some occupational skill and will then not be put under code 0 (for instance a disabled engineer).

NB (2). cf. CM 47, a column reserved for a sub-division of CM 10. The supplementary use of column CM 47 is recommended as professional skills vary greatly from one country to another; column CM 10 represents a very crude general classification.

CM 11

Branch of Respondent's Occupation

11

0 Agriculture, forest products, hunting fishing

1 Extractive industry

2 Manufacture

3 Construction and public works

4 Technical public services (water transport, communication, health)

5 Administrative public services (police, administration, army, etc.)

6 Finances and real estate (banks, insurance companies)

7 Trade and Retail

8 Education, science, culture

9 Others and no answer

NB (1). This column will not be used if the respondent is not working.

NB (2). cf. CM 48, a column reserved for a sub-division of CM 11.

Column Code to be
CM punched

Time

CM 5-13 (continued)

CM 12 Education Level of Respondent

12	0	Illiterate
	1	Primary, not completed
	2	Primary
	3	Secondary, not completed
	4	Secondary, general, completed
	5	Secondary (technical or vocational) completed
	6	Higher, not completed
	7	Higher, completed
	8	Others
	9	No answer

NB (1). Individuals who have attained a certain level of instruction without attending school and those unspecified above can be coded under "thers".

NB (2). cf. CM 49, a column reserved for a sub-division of CM 12.

CM 13 Specific Training Courses Actually Attended by the Respondent

13	0	Professional training courses outside working hours (personal attendance of respondent)
	1	Professional training courses outside working hours (by correspondence)
	2	Adult education courses to complete general education up to general second-level studies (personal attendance)
	3	Adult education courses to complete general education up to general second-level studies (personal attendance)
	4	Adult education courses to complete education up to a university degree or equivalent
	5	Other courses to acquire specific proficiency (foreign languages, etc.)
	6	Others
	7	No courses attended actually
	8	Not to be used
	9	No answer

Column CM	Code to be punched	T i t l e
--------------	-----------------------	-----------

CM 14-22 Information on the Family and Household of Respondents

CM 14 Family Status of Respondent

14	0	Married
	1	Single
	2	Widowed
	3	Divorced, Separated
	4-8	Not to be used
	9	No answer

CM 15 Position of the Respondent in the Household

15	0	Head of the household
	1	Spouse of the head of the household
	2	Descendent of the head of the household and/or of his (her) spouse
	3	Ascendent of the head of the household and/or of his (her) spouse
	4	Related to the head of the household and/or his (her) spouse (other than 2 and 3)
	5	Sub-tenant
	6	Servant
	7	Not related to the head of the household and/or his (her) spouse (other than 5 and 6)
	8	Not to be used
	9	No answer

CM 16 Position of the Head of the Household in the Active or Inactive Population

16	0	Occupied outside home
	1	Occupied at home
	2	Housewife
	3	Not working - invalid or disabled
	4	Not working - retired or pensioned
	5	Full-time student
	6	Unemployed
	7	Others
	8	Free code for the eventual sub-division in not-working categories 2-7

9 No answer

NB. If the respondent is the head of the household, this column will be the same as CM 9 and will have the same code.

Column Code to be
CM punched

CM-14-22

(continued)

CM 17

Occupational Skill of
the Head of the Household

- | | | |
|----|---|--|
| 17 | 0 | Not working with no occupational skill |
| | 1 | Unskilled worker |
| | 2 | Semi-skilled or skilled worker |
| | 3 | Technician (any technical qualification higher than skilled worker but not engineer or similar; e.g. foreman, draughtsman) |
| | 4 | Lower white collar |
| | 5 | Upper white collar |
| | 6 | Executive, business manager, engineer (with university or technical degree), professional worker (lawyer, doctor, etc.) |
| | 7 | Farmer (farm hand, agricultural worker, labourer) |
| | 8 | Craftsman, shopkeeper, small trader |
| | 9 | Others and no answer |

NB. If the respondent is head of household, this column will be the same as column CM 10 and will have the same code.

CM-18

Branch of Activity followed by the Head
of the Household

- | | | |
|----|---|---|
| 18 | 0 | Agriculture, forest products, hunting, fishing |
| | 1 | Extractive industry |
| | 2 | Manufacture |
| | 3 | Construction and public works |
| | 4 | Technical public services (water transport, communication, health) |
| | 5 | Administrative public services (police, administration, army, etc.) |
| | 6 | Finances and real estate (banks, insurance companies) |
| | 7 | Trade and retail |
| | 8 | Education, science, culture |
| | 9 | Others and no answer |

NB (1). This column is not to be used if the respondent is not working.

NB (2). If the respondent is head of household, this column will be the same as column CM 11 and will have the same code.

Column Code to be Title
CM punched

CM 14-22 (continued)

CM 19 Total Number of People living in the Household of the Respondent

19 One person (the respondent only)
0 1 persons
1 2 persons
2 3 persons
3 4 persons
4 5 persons
5 6 persons
6 7 persons
7 8 persons
8 9 persons
9 and more
No answer

CM 20 Number of Children less than 18

20 No children
0 1 child less than 4 years
1 2 child of 4 years or more
2 3 children of 4 years or more
3 2-3 children, including at least 1 less than 4
4 4-5 children of 4 years or more
5 4-5 children, including at least 1 less than 4
6 6 children and more of 4 years and more
7 6 children and more, including at least
8 1 less than 4 years
9 No answer

CM 21 Number of Working People in a Household

21 1 working person
0 2 working persons
1 3 persons
2 4 persons
3 5 persons
4 6 persons
5 7 persons
6 8 persons
7 9 persons
8 and more
9 No answer

CM 22 Help in Household

22 No help
0 Full-time paid help
1 Part-time paid help (occasional)
2 Not paid outside help (daily)
3 Not paid outside help (regular, at least
4 twice a week)
5-8 Not to be used
9 No answer

NB. The unremunerated help of a member of a household should not be taken into account here.

Column	Code to be punched	Title
--------	--------------------	-------

CM	23-34	Information on the Dwelling of Respondents
----	-------	--

CM	23	Type of Dwelling
23	0	1 to 2 families in a house
	1	Apartment house, up to 10 families
	2	" " up to 11-20 families
	3	" " up to 21 families and more
	4	Rural housing (farm house, etc.)
	5	Provisional housing
	6	Dormitory
	7	Hotel
	8	Others
	9	No answer

NB. In countries where the number of families in the apartment houses cannot be distinguished (1, 2 and 3), all apartment houses will be coded by 1, while 2 and 3 will be left blank.

CM	24	Private Garden
24	0	No private garden.
	1	Private garden belonging to the household (less than 400 m ²)
	2	Private garden belonging to the household (more than 400 m ²)
	3	Private garden separated from the dwelling
	4	Others
	5-8	Not to be used
	9	No answer

NB. The term "Private garden" represents cultivable grounds or a parcel of a ground to be used exclusively by the household members.

Column CM	Code to be punched	Title
--------------	-----------------------	-------

CM 23-34 (continued)

CM 25 Ecological Characteristics of the Dwelling

25 0 City centre "city", "urban centre",
"downtown", etc.)

1 Within the limits of or contiguous to the
city: industrial peripheries

2 Within the limits of or contiguous to the
city: agrarian peripheries

3 Within the limits of or contiguous to the
city: non-industrial, non-agrarian
peripheries (residential or mixed areas)

4 Outside the limits of and not contiguous to
the city: urban communities (satellite cities)

5 Outside the limits of and not contiguous to
the city: rural communities (villages)

6 Outside the limits of and not contiguous to
the city: isolated house

7 Undefined

8 Not to be used

9 No answer

NB (1). By "city centre" we mean the urban centre of the survey site, provided that this includes only one city and its surrounding areas. If the survey site is composed of several cities and their surroundings, these will be taken into consideration separately.

NB (2). If the survey site includes a whole country, the participant will determine to which of the above specified categories the household belongs. Every participant will draw up a map of the survey site, or sites, indicating the ecological limits.

CM 26 Distance by air of the Dwelling from the
Geographical Centre of the City Centre

26 0 Less than 1 kilometre from the geographical
centre of the city centre

1 1 to less than 2 kilometres from the

geographical centre of the city centre

2 2 to less than 5 kilometres from the

geographical centre of the city centre

3 5 to less than 10 kilometres from the

geographical centre of the city centre

4 10 to less than 20 kilometres from the

geographical centre of the city centre

5 20 kilometres and more from the geographical

centre of the city centre

6-8 Not to be used

9 No answer

NB (1). The term "city centre" is used in the same way as in NB (1) of
CM 25.

NB (2). The participants adopting a site which covers a whole country will
try to divide the distances so that they correspond to the above
specified range.

Column Code to be Title
CM CM purchased

CM 23-34 (continued)

CM 27 Conveniences in the Dwelling

27	0	No running water
	1	Running water at a single point
	2	Running water at several points but without a special room used as lavatory
	3	Running water with lavatory
	4	Running water with bathroom (shower or bath tub)
	5-8	No to be used
	9	No answer

CM 28 Telephone at the Disposal of the Household in the Dwelling

28	0	Telephone for personal use
	1	Telephone for mixed use: personal and professional
	2	No telephone for personal or mixed use
	3-8	Not to be used
	9	No answer

CM 29 Mass Telecommunication Devices (for cultural purposes)

29	0	No radio, no television
	1	Radio only
	2	Television only
	3	Radio and television
	4-8	Not to be used
	9	No answer

CM 30 Number of Books belonging to the Household

30	0	No books
	1	1 to 10 books
	2	11 to 50 "
	3	51 to 100 "
	4	More than 100 books
	5-8	Not to be used
	9	No answer

NB. Primary and secondary school books are not included.

Column CM	Code to be punched	Title
CM 23-34		(continued)
CM 31		Watches and Clocks
31	0	Alarm clock or a household clock; Respondent without personal watch
	1	Respondent with personal watch; no alarm or household clock
	2	Respondent with personal watch as well as alarm clock and/or household clock
	3	Respondent with no watch; no alarm clock or household clock
	4-8	Not to be used
	9	No answer
CM 32		Personal Bicycle of Respondent
32	0	Yes
	1	No
	2-8	Not to be used
	9	No answer
CM 33		Personal Scooter or Motorcycle of Respondent
33	0	Yes
	1	No
	2-8	Not to be used
	9	No answer
CM 34		Personal Car of Respondent or that of his Household
34	0	Yes
	1	No
	2-8	Not to be used
	9	No answer

Column Code to be
CM punched

Title

CM 35-39 Information on the Occupation of Respondents

CM 35 Distance between Residence and Workplace

35 0 km (working at home)

1 Less than 1 km

2 1 to less than 2 km

3 2 to less than 4 km

4 " " 7 km

5 " " 10 km

6 10 to less than 20 km

7 20 " " 50 km

8 More than 50 km

9 No answer

NB. In case the respondent works in several places, the principal workplace will be taken into consideration.

CM 36 Means of Transport used by the Respondent to commute between Residence and Workplace

36

0 Walking

1 Bicycle

2 Scooter, motorcycle

3 Car

4 Public transport (tramway, bus, etc. trains excluded)

5 Train

6 Train and public transport

7 Train and private transport

8 Others

9 No answer

NB. In case of work at home, this column is left blank.

Column Code to be Title
CM punched

CM 35-39 (continued)

CM 37 Working Hours and Shifts of Respondents

37 0 Undetermined working hours; able to choose at will
1 Varying working hours
2 Regular morning hours (starting between 4.00 and 11.59 a.m.)
3 Afternoon hrs.(starting between noon and 7.5
4 Night hours (starting between 8p.m. and 3.5a
5 Two alternating shifts without night shift
6 Two alternating shifts with night shift
7 Three shifts or more without night shift
8 Three shifts or more with night shift
9 No answer

NB (1). If the respondent is not working, this column will be left blank.

NB (2). The difference between varying hours and undetermined hours is: in the former case, working hours may vary from day to day, however they cannot be chosen at will by the worker (e.g. train conductors, etc.).

CM 38 Effective Hours of Paid Work in the Last Complete Working Week

38 0 1 to 25 hours
1 26 to 35 "
2 36 to 38 "
3 39 to 41 "
4 42 to 44 "
5 45 to 47 "
6 48 to 50 "
7 51 to 55 "
8 55 hours and more
9 No answer

NB (1). If the respondent is not working, this column will be left blank.

NB (2). "Last complete working week" means the last normal week without holidays and absences. All paid is work is included (overtime, supplementary work, etc.)

Column CM	Code to be punched	Title
CM 35-39		(continued)
CM 39		Daily Hours of Paid Work
39	0	Undetermined or varying working hours
	1	Less than 3 1/2 hours
	2	Less than 4 1/2 "
	3	Less than 5 1/2 "
	4	Less than 6 1/2 "
	5	Less than 7 1/2 "
	6	Less than 8 1/2 "
	7	Less than 8 1/2 "
	8	9 1/2 hours and more
	9	No answer
NB (1).		If the respondent is not working this column will be left blank.
NB (2).		In case of shiftwork, the longest shift is to be chosen.
NB (3).		The time regularly spent at paid work in different workplaces will be summed up.
NB (4).		Overtime is to be counted only if it is part of normal work schedule, so called "regularly prescribed overtime".

CM 40-45

Information on the Day the Interview
Bears Upon

CM 40	Day of the Week the Interview Bears Upon
40	Monday
	Tuesday
	Wednesday
	Thursday
	Friday
	Saturday
	Sunday
	Not to be used
	No answer
NB.	"No answer" corresponds obviously to the forgetfulness of the interviewer. This is the day when the recorded activities of the respondent took place.

Column CM	Code to be punched	Title
CM 40-45		(continued)
CM 41		Specific Character of the Day the Interview Bears Upon

41	0	Normal work day
	1	Reduced work day
	2	Legal holiday observed by respondent
	3	Legal holiday spent at work by respondent
	4	Sick leave
	5	Day off for vacation
	6	Day off for different reasons (accident, etc.)
	7	Others
	8	Not to be used
	9	No answer

NB (1). "Reduced work day" means, for example, a Saturday if it is not a complete day off but working hours are reduced.

NB (2). The normal work day has the same general character as a weekday. Not working individuals will therefore be coded in 0 or 2.

CM 42		Schedule of Paid Work of the Day the Interview Bears Upon
-------	--	--

42	0	No work during the day
	1	Undetermined or varying working hours
	2	Normal morning hours or morning shift
	3	Afternoon hours or afternoon shift
	4	Night hours or night shift
	5-8	Not to be used
	9	No answer

NB (1). The terms refer to the definitions of column CM 37.

NB (2). For not working individuals, these columns will be left blank.

Column Code to be
CM punched

Title

CM 40-45 (continued)

CM 43 Position of the Day the Interview Bears Upon

43	0	Day preceded by one day off
	1	Day preceded by 2 or more days off
	2	Day followed by one day off
	3	Day followed by 2 or more days off
	4	Day sandwiched between two days off
	5	Day neither preceded nor followed by a day off
	6-8	Not to be used
	9	No answer

CM 44 Meteorological Conditions of the Day the Interview Bears Upon

44	0	Very fine weather
	1	Rather fine weather
	2	Average weather
	3	Rather bad weather
	4	Very bad weather
	5	Others
	6-8	Not to be used
	9	No answer

CM 45 Special Circumstances of the Day the Interview Bears Upon

45	0	Normal day
	1	Exceptional day (personal reasons: death in the family, accident, etc.) - -
	2	Exceptional day (public events: inundation, fire, elections, etc.)
	3	Exceptional day (for other reasons)
	4-8	Not to be used
	9	No answer

CM 46-78

Columns Reserved and Left Blank

CM 46 Column reserved to a sub-division of column 9
46

CM 47 Column reserved for a sub-division of column 10
47

CM 48 Column reserved for a sub-division of column 11
48

CM 49 Column reserved for a sub-division of column 12
49

CM 50 Column reserved for a sub-division of column 37
50

CM 51 Column reserved for coding the income category
of the respondent
51

CM 52 Column reserved for coding since when (how
many years) the respondent has occupied the
same residence (or home, etc.)
52

CM 53 Column reserved for coding the religion of the
respondent
53

NE. (re CM 46-53) - It is not obligatory to use columns CM 46-53;
however, these cannot be used for any other purpose.
The participants will report in detail the eventual
use they will make of these columns.

CM 54-76 These columns are left blank for the use of the participants without any common obligation

54-76

CM 77-78 Columns reserved for subsequent use to be determined by common agreement in case of necessity. These columns should be left blank

77-78

CM	79-80	Characteristic of the Card
79-80	00	Module card of the complete regular interview if the procedure of founded interview is observed.
	01	Module card of the complete regular interview if the procedure of fresh interview replaces that of founded interview.
	02	First activity card of the complete regular interview (first in the chronological order of activities).
	03-20	Reserved for the remaining activity cards of the complete regular interview (in chronological order of activities).
	21	Module card of previous fresh interview.
	22	First activity-card of the previous fresh interview (first in the chronological order of activities).
	23-40	Reserved for the remaining activity cards of the previous fresh interview (in chronological order of activities).
	41-99	Reserved for interview cards which do not fit in the standard pack; in order to specify and classify the according to a certain code determined independently by the participant.

NB.

In most of the columns the module card of the complete regular interview will be identical to that of the previous fresh interview (if any such interview has taken place). Normally, the only difference would lie in the punching of columns 40-45, reserved for the specific interview procedure and the day the interview bears upon.

Activity cards of any interview not joined to a module card of the same interview are not to be included.

II. DEFINITIVE CODING OF THE ACTIVITY CARD (CA 1-80)

The activity card or cards will be reproduced on an IBM-type card of 80 columns.

A. Organization of the Activity Card

1. The Immatriculation Number (CA 1-4). The first four columns of this card are reserved to the immatriculation number of the respondent (cf. CM 1-4).
2. Hour Columns (CA 5-6). The hour which marks the beginning of the first activity recorded on the card will be put down. For the first activity card, the first hour of the interview day, that is invariably 01 hour (starting the first minute after midnight and ending at 01.00 hours) will be inscribed. The first hour will be coded 01: it goes from 00.01 hours to 01.00 hours. The second hour will be coded 02: it goes from 01.01 hours to 02.00 hours, and so on.

For the second activity card the same procedure will be followed. The hour which marks the beginning of the first activity recorded on the card will be inscribed and coded exclusively. If, for instance, the activity starts at 15.26 hours, it will be coded 16 (sixteenth hour). This disposition will allow the selection of activity cards bearing on specific parts of the day - using conventional punch card sorting machines only.

3. The 12-column Blocks (CA 7-78) :

CA 7-18
CA 19-30
CA 31-42
CA 43-54
CA 55-66
CA 67-78

These blocks, each of 12 columns, are reserved for the description of the first (7-18), second (19-30), etc. and sixth (67-78) activity recorded on a given card. (See below : "B. Outline of an Activity Card"). The first activity card will describe the first 6 activities of the day; the second the seventh to the twelfth (following the same order), and so on.

19 activity cards can be established. This amounts to $19 \times 6 = 114$ activities to be recorded for each day. In a most improbable case of more than 114 activities to be recorded in the space of a day, regroupings are to be made.

The 12-column block is to be always organized as follows:

- First three columns of the 12-column blocks : CA 7-8-9
" 19-20-21
" 31-32-33
" 43-44-45
" 55-56-57
" 67-68-69

These first three columns are reserved to record the duration of the activity, calculated in minutes, ranging from 001 to 999 minutes. Thus an activity lasting as long as 16 hours 39 minutes (i.e. 999 minutes)

can be recorded. In a most improbable case of an activity lasting more than 16 hours and 39 minutes, it is to be recorded as two consecutive activities. It is absolutely necessary that:

- a) all activities follow one another without interruption in the prescribed 12-column blocks using as many cards as may be necessary;
- b) the whole day, from 00.01 hours to 24.00 hours be recorded, that is the total of activity cards record a time lapse of 1440 minutes.

- Fourth, fifth and sixth column of the 12-column blocks : CA 10-11-12
" 22-23-24
" 34-35-36
" 46-47-48
" 58-59-60
" 70-71-72

These columns are reserved to the 3-digit code describing the primary activity. The first two digits are determined according to the obligator code of activities; the third digit is facultative, it can be determined by the participant who may take into account certain recommendations. (To be seen later).

- Seventh, eighth and ninth column of the 12-column blocks : CA 13-14-15
" 25-26-27
" 37-38-39
" 49-50-51
" 61-62-63
" 73-74-75

These columns are reserved for the 3-digit code describing the secondary activity. This code is identical to that of the primary activities. (To be seen later).

- Tenth and eleventh column of the 12-column blocks : CA 16-17
" 28-29
" 40-41
" 52-53
" 64-65
" 76-77

These columns are reserved to the 2-digit code describing with whom or in the presence of whom the activity took place. (To be seen later).

- Twelfth column of the 12-column blocks : CA 18
" 30
" 42
" 54
" 66
" 78

This column is reserved to the 1-digit code describing the site of the activity. (To be seen later).

4. Characteristic of the Card (CA 79-80). These two columns are reserved to describe the specific character of the card (cf. CM 79-80).

B. Outline of an Activity Card

1 }
2 }
3 }
4 }

Immatriculation number

5 }
6 }

Hour marking the beginning of the first activity recorded on the card

7 }
8 }
9 }

Duration in minutes of the first activity recorded on the card

10 }
11 }
12 }

Obligatory
Obligatory
Facultative

} Characteristic of the primary activity

13 }
14 }
15 }

Obligatory
Obligatory
Facultative

} Characteristic of the secondary activity

16 }
17 }

With whom, in the presence of whom the activity took place

18

Site of the activity

19 }
20 }
21 }

Duration in minutes of the second activity recorded on the card

22 }
23 }
24 }

Obligatory
Obligatory
Facultative

} Characteristic of the primary activity

25 }
26 }
27 }

Obligatory
Obligatory
Facultative

} Characteristic of the secondary activity

28 }
29 }

With whom, in the presence of whom the activity took place

30

Site of the activity

}
} FIRST
} ACTIVITY
} RECORDED
} ON
} THE
} CARD
}

}
} SECOND
} ACTIVITY
} RECORDED
} ON
} THE
} CARD
}

31)	Duration in minutes of the third activity recorded on the card.	}	THIRD
32)			
33)			
34)	Obligatory } Obligatory } Facultative }	Characteristic of the primary activity	ACTIVITY
35)			
36)			
37)	Obligatory } Obligatory } Facultative }	Characteristic of the secondary activity	RECORDED
38)			
39)			
40)	With whom, in the presence of whom the activity took place	}	ON
41)			
42)	Site of the activity	}	THE
		}	CARD

43)	Duration in minutes of the fourth activity recorded on the card	}	FOURTH
44)			
45)			
46)	Obligatory } Obligatory } Facultative }	Characteristic of the primary activity	ACTIVITY
47)			
48)			
49)	Obligatory } Obligatory } Facultative }	Characteristic of the secondary activity	RECORDED
50)			
51)			
52)	With whom, in the presence of whom the activity took place	}	ON
53)			
54)	Site of the activity	}	THE
		}	CARD

55 } Duration in minutes of the fifth activity	} FIFTH	
56 } recorded on the card		
57 }		
58 } Obligatory	} ACTIVITY	
59 } Obligatory		
60 } Facultative		
	Characteristic of the primary activity	} RECORDED
61 } Obligatory	} ON	
62 } Obligatory		
63 } Facultative		
	Characteristic of the secondary activity	} THE
64 } With whom, in the presence of whom	} CARD	
65 } the activity took place		
66 } Site of the activity		

67 } Duration in minutes of the sixth activity	} SIXTH	
68 } recorded on the card		
69 }		
70 } Obligatory	} ACTIVITY	
71 } Obligatory		
72 } Facultative		
	Characteristic of the primary activity	} RECORDED
73 } Obligatory	} ON	
74 } Obligatory		
75 } Facultative		
	Characteristic of the secondary activity	} THE
76 } With whom, in the presence of whom	} CARD	
77 } the activity took place		
78 } Site of the activity		

79 } Specific character of the card
80 }

C. Codes of the 12-column Blocks Describing the Activities

1. Columns I, II, III : Duration

No special code. The durations in minutes are to be represented by a number of 3 digits which may include two zeros (001-999 minutes).

NB. For coding purposes, the duration in minutes of the activities are to be established so as to avoid any overlapping of minutes. The point is that no one minute is to be counted more than once. (Respondents or interviewers might note the time of consecutive activities, for instance, like this : 11.30 to 12.30; 12.30 to 13.00. For coding purposes the thirtieth minute of the twelfth hour can be counted only once).

2. Columns IV, V, VI : Primary Activities

The obligatory code of activities - a 2-digit code - is to be used in columns IV and V for recording primary activities. Column VI is for facultative use (for a sub-division of the obligatory code by adding 1 further digit). The code to be used in this supplementary column may be freely determined by every participant though some tentative recommendations for it will be made below.

Every primary activity is bound to be described by two digits, the left one being in column IV and the right one in column V. If column VI is not used for adding one further (facultative) digit, it has to be left blank.

Obligatory Code of Activities

WORKING TIME AND TIME CONNECTED TO IT (00 - 09)

Code to be punched	T i t l e
00	Normal professional work (outside home)
01	Normal professional work at home or brought home
02	Overtime if it can be specifically isolated from 00
03	Displacements during work if they can be specifically isolated from 00
04	Any waiting or interruption during working time if it can be specifically isolated from work (e.g. due to supply shortage, breakdown of machines, etc.)
05	Undeclared, auxiliary, etc. work
06	Meal at the workplace
07	Time spent at the workplace before starting or after ending work
08	Regular breaks and prescribed not working periods etc. during working time.
09	Travel to (resp. from) workplace, including waiting for means of transport
NB (1).	Code 02 and/or 03 and/or 04 can be left systematically unused. In this case the corresponding activities are to be included under code 00.
NB (2).	Code 07 is not to be used for activities incidentally related to the workplace, such as time spent at the club of the factory, movies, social entertainment, a lecture, etc. taking place at the workplace

DOMESTIC WORK (10-19)

Code to be
punched T i t l e

- 10. Preparation and cooking of food
- 11. Washing up and putting away the dishes
- 12. Indoor cleaning (sweeping, washing, bed-making)
- 13. Outdoor cleaning (sidewalk, disposal of garbage)
- 14. Laundry, ironing
- 15. Repair or upkeep of clothes, shoes, underwear, etc.
- 16. Other repairs and home operations
- 17. Gardening, animal care
- 18. Heat and water supplies - upkeep
- 19. Others (e.g. dealing with bills and various other papers, usual care to household members, etc.)

NB (1). Gardening and animal care are to be recorded as "domestic work" only if not part of professional work or gainful employment.

NB (2). In the category of activities listed above no time for traveling is provided for. Trip to home is to be regarded as connected to the last activity performed before going home.

CARE TO CHILDREN (20-29)

- 20. Care to babies
- 21. Care to older children
- 22. Supervision of school work (exercises and lessons)
- 23. Reading of tales or other non-school books to children, conversations with children
- 24. Indoor games and manual instruction
- 25. Outdoor games and walks
- 26. Medical care (visiting the childrens' doctor or dentist, or other activities related to the health of children)
- 27. Others
- 28. Not to be used
- 29. Travel to accompany children including waiting for means of transport

PURCHASING OF GOODS AND SERVICES (30-39)

Code to be
punched

T i t l e

30	Purchasing of everyday consumer goods and products
31	Purchasing of durable consumer goods
32	Personal care outside home (e.g. hairdresser)
33	Medical care outside home
34	Administrative services, offices
35	Repair and other services (e.g. laundry, electricity, mechanics)
36	Waiting, queuing for the purchase of goods and services
37	Others
38	Not to be used
39	Traveling connected to the above mentioned activities, including waiting for means of transport

PRIVATE NEEDS : MEALS AND SLEEP etc.

Private and Non-described Activities - (40-49)

40	Personal hygiene, dressing (getting up, going to bed, etc.
41	Personal medical care at home
42	Care given to adults, if not included in household work
43	Meals and snacks at home
44	Meals outside home or the canteen
45	Night sleep (essential)
46	Daytime sleep (incidental)
47	Nap or rest
48	Private activities, non-described, others
49	Traveling connected to the above mentioned activities, including waiting for means of transport

NB (1). A number of special types of meals outside home and the canteen have special codes, different from 44 / to be seen under "Spectacles, Entertainment, Social Life (70-79)".

NB (2). By virtue of its nature code 48 may include any time expenditure the respondent is unwilling or unable to give information on.

ADULT EDUCATION AND PROFESSIONAL TRAINING (50-59)

Code to be
punched

T i t l e

- 50 Full time attendance to classes (undergraduate or post-graduate student), studies being the principle activity
- 51 Reduced programs of professional or special training courses (including after work classes organized by the plant or enterprise in question)
- 52 Attendance to lectures (occasionally)
- 53 Programs of political or union training courses
- 54 Home work prepared for different courses and lectures (including related research work and self-instruction)
- 55 Reading of scientific reviews or books for personal instruction
- 56 Others
- 57-58 Not to be used
- 59 Traveling connected to the above mentioned activities, including waiting for means of transport

CIVIC AND COLLECTIVE PARTICIPATION ACTIVITIES (60-69)

- 60 Participation as member of a party, of a union, etc.
- 61 Voluntary activity of an elected official of a social or political organization
- 62 Participation in meetings other than those covered by 60 and 61
- 63 Non paid collective civic activity (e.g. volunteers)
- 64 Participation in religious organizations
- 65 Religious practice and attending religious ceremonies
- 66 Participation in various factory councils (committees, commissions)
- 67 Participation in other associations (family, parent, military, etc.)
- 68 Others
- 69 Traveling connected to the above mentioned activities, including waiting for means of transport

SPECTACLES, ENTERTAINMENT, SOCIAL LIFE (70-79)

- 70 Attending a sport event
- 71 Circus, music-hall, dancing, show, night-club, fair (including a meal in the entertainment local)
- 72 Movies
- 73 Theatre, concert, opera
- 74 Museum, exhibition
- 75 Receiving visit of friends or visiting friends
- 76 Party or reception with meal offered to or offered by friends
- 77 Café, bar, tearoom
- 78 Attending receptions (others than those mentioned above), and others
- 79 Traveling connected to the above mentioned activities, including waiting for means of transport

SPORTS AND ACTIVE LEISURE (80-89)

Code to be
punched T i t l e

- 80 Practice a sport and physical exercise
- 81 Excursions, hunting, fishing
- 82 Walks
- 83 Technical hobbies, collections
- 84 Ladies' work (confection, needlework, dress-making
knitting, etc.)
- 85 Artistic creations (sculpture, painting, pottery,
literature, etc.)
- 86 Playing a musical instrument, singing
- 87 Society games
- 88 Others
- 89 Traveling connected to the above mentioned activities,
including waiting for means of transport

PASSIVE LEISURE (90-99)

- 90 Listening to the radio
- 91 Watching television
- 92 Listening to records
- 93 Reading books
- 94 Reading reviews, periodicals, pamphlets, etc.
- 95 Reading newspapers
- 96 Conversations, including telephone conversations
- 97 Writing private correspondence
- 98 Relaxing, reflecting, thinking, planning, doing nothing,
no visible activity
- 99 Traveling connected to the above mentioned activities,
including waiting for means of transport

NB. Certain special types of reading (reading tales, reading for
study purposes, etc.) have special codes, different from 93-95.
/To be seen under "Care to Children (20-29)" and "Full time
Education and Professional Training Courses (50-59)"

Using Column VI for a Facultative Supplementary Code of Activities

Information coded with an obligatory 2-digit code in columns IV and
V may be completed by a supplementary 1-digit code in column VI. The
following tables for such supplementary coding are only tentatively
recommended. Their application is therefore facultative and left to the
decision of the participants who may also use in column VI self-devised
codes, or leave column VI blank.

Facultative Code Recommended for More
Detailed Description of Activities

Code to be
punched

T i t l e

(a) Waiting Connected to Work Time

0	During normal work
1	During overtime work
2	During unscheduled, undeclared, auxiliary work, etc.
3	During trip to the workplace
4	During meals at workplace
5	Free use
6	For personal care at workplace
7	Free use
8	Free use
9	During trip to and from workplace

(b) Waiting Connected to the Purchasing of Goods and Services

0	During the purchase of food
1	During the purchase of non-durable consumer goods other than food
2	During the purchase of durable consumer goods
3	During the purchase of services for personal care
4	During the purchase of services for medical care
5	During the purchase of administrative services
6	During the purchase of other private services
7	During meals in restaurants
8	Free use
9	During trips for the purchase of goods and services

(c) Principal Means of Transport

0	Walking
1	Tramway
2	Bus, trolleybus
3	Car
4	Motorcycle
5	Scooter
6	Train
7	Ship, ferry-boat
8	Other means
9	Free use

Code to be
punched

T i t l e

(d) Kind of Shop for Purchasing Purposes

- 0 Market
- 1 Grocery
- 2 Other small shops
- 3 Large shops
- 4 Supermarkets (self-service)
- 5 Specialized shops
- 6 Others
- 7-9 Free use

(e) Nature of Reading Material

- 0 Scientific or technical
- 1 Political
- 2 Popular and folk literature
- 3 Literature (general) - on art, philosophy, etc.
- 4 Novels
- 5 Poetry
- 6 Plays
- 7 Picture stories (movie stories, funnies, etc.)
- 8 Literature on sports
- 9 Fashion and publicity magazines

(f) Nature of Radio Programs Followed

- 0 Classical music
- 1 Light music: folk and dance music
- 2 Jazz
- 3 Film stories, plays
- 4 News
- 5 Scientific, educational, cultural programs
- 6 Sports commentary
- 7 Childrens' programs
- 8 Publicity
- 9 Others

(g) Nature of TV Programs Followed

- 0 Concerts
- 1 Music-hall, show, songs
- 2 Films
- 3 Plays
- 4 News
- 5 Scientific, educational, cultural programs
- 6 Sports transmission
- 7 Publicity
- 8 Free use
- 9 Others

Code to be
punched

T i t l e

(h) Nature of plays and movies attended

- | | |
|---|-----------------------------------|
| 0 | Opera |
| 1 | Operetta, show, etc. |
| 2 | Drama, tragedy |
| 3 | Adventure, war films |
| 4 | Musicals |
| 5 | Documentary and educational films |
| 6 | Artistic films |
| 7 | Comedies |
| 8 | Free-use |
| 9 | Others |

Here is an example of the use made of the facultative code reserved for more detailed description of activities. The obligatory 2-digit code for "Watching Television" is 91. By using the recommended supplementary 1-digit code it is possible to differentiate TV programs watched by respondents. For instance, the following distinction can be made:
 "Watching a Television Play" (code 913), and "Watching News on Television" (code 914).

3. Columns VII, VIII, IX : Secondary Activities

The same obligatory code of activities is to be used in columns VII and VIII for recording secondary activities as in columns IV and V for recording primary activities. (See above : "Obligatory Code of Activities").

Column IX is reserved for facultative use in describing secondary activities, just like column VI is reserved for facultative use in describing primary activities. The same recommendations can be made for the use made of column IX as that made of column VI. (See above: "Using Column VI for a Facultative Supplementary Code of Activities").

If there is no secondary activity, i.e. no activity is taking place at the same time as the primary activity, columns VII, VIII, IX will be left blank.

4. Columns X and XI : With Whom or in the Presence of Whom the Activity Takes Place

No special explanation is necessary. Two digits in columns X and XI are to be punched according to the following code.

=====

Code to be T i t l e

punched

Column X

- | | |
|---|---|
| 0 | Alone |
| 1 | With spouse, fiancé(e) |
| 2 | With the children member of the household |
| 3 | With other adult members of the household (excluding 1) |
| 4 | With relatives living outside the household, friends, acquaintances |
| 5 | Colleagues or fellow students |
| 6 | Members of an organization |
| 7 | Neighbors and children of other households |
| 8 | Administrative personnel, official and formal contacts |
| 9 | Others and unidentified (not a big crowd) |

Column XI

- | | |
|-----|--|
| 0 | No other individuals than those specified in the preceding paragraph |
| 1 | Large number of unidentified people, big crowd (e.g. stadium, public transport, streets) |
| 2-9 | Same as column X |

NB. Code 0 in column XI is used to indicate that the activity has taken place solely in the presence of individuals described in column X. Code 1 is used to indicate that the activity has taken place in the presence of a large number of unidentified people extending beyond the category of individuals described in column X. The codes 2-9 allow the addition of further people to the category of individuals described in column X.

Example : Watching TV with relatives (and nobody else) :

Column X : 4
Column XI : 0

Watching TV with relatives and neighbors :

Column X : 4
Column XI : 7

5. Column XII: Site of the Activity

No special explanation is necessary. One digit is punched in column XII according to the following code.

Code to be punched T i t l e

Column XII

- | | |
|---|---|
| 0 | One's own house (or residence) |
| 1 | Workplace (outside home) |
| 2 | One's own garden, in front of the door, in the courtyard |
| 3 | In somebody else's dwelling |
| 4 | Outdoors, in streets, squares, public gardens, public transportation means (traffic) |
| 5 | Inside a building where one offers or receives public or private services (e.g. doctor's office, shop, teaching room, political activity local, bank, etc.) |
| 6 | Establishment for leisure, cultural, sport etc. activities - indoors |
| 7 | Establishment for leisure, cultural, sport etc. activities - outdoors |
| 8 | Eating and drinking locals (excluding the canteen or dining room of workplace) |
| 9 | Others and no answer |

NB. When coding the site of an activity, the principal site where the activity takes place is to be taken into account overlooking minor changes (e.g. cleaning the house and shaking the broom in the garden will be coded 0).

* * * * *