



TIME
USE
INITIATIVE

Does your Institution have **Time Policies?** Let's Check it!

Self-assessment tool for public institutions
implementing a balanced
time organisation.



What is it?

The Self-Assessment Tool for Municipalities is a diagnostic tool designed to evaluate and enhance time management practices within a local government. It aims to identify strengths and areas of improvement in the way time is managed within public policy, covering various domains such as gender equality, mobility, business time organisation, education, nighttime policies, democracy and citizen services, leisure and culture and internal municipal policies.

By systematically assessing these areas, municipalities can develop strategies to improve the use of time for citizens and municipal workers as well as create more equitable, sustainable, efficient and healthier communities.

How to use it?

This tool is structured to cover the key areas crucial for improving time use from a local or regional public institution. It has two parts: the first assesses policies addressed to citizens, and the second focuses on implementing them internally within the institution.

1. Assessment: Each section includes specific initiatives that, when implemented, address a given area. Institutions are asked to indicate the status of each initiative with a **yes/no** answer, considering if they have such a policy.

Additionally, each initiative can be evaluated in three levels of interest (**high/medium/low**), which indicates the path forward for implementing innovative time policies in the different areas.

2. Analysis: After completing the questionnaire, an analysis of the results will help identify strengths, gaps, and opportunities for improvement in time policies.

3. Action Plan: Considering the institution's will and capacity shown by the analysis, an action plan can be conceived: it will show how to implement innovative public policies in different areas, and will give guidance on how time policies can be further developed and enhanced.

BLOCK 1 – Paid and Unpaid Working Time

Please, choose your preferred answer to each question:

- Does your institution have this policy? **[Answer: Yes/No]**
- What is your interest level in learning more about this policy? **[Answer: High/Medium/Low]**

Does your institution have this policy?

What is your interest level in learning more about this policy?

Gender Equality, Equity and Co-responsibility

Caregiving services for families and caregivers to accompany children, the elderly, or other dependent people and have personal time

Communication or awareness campaigns or programmes to promote equitable share of time use and care between women and men.

Protocols to incorporate clauses referring to co-responsibility and equitable distribution of time use in public procurement.

Proximity-based support services to caregivers, such as legal support, emotional and peer-group support, training courses, etc.

Integrated and preventive interventions related to social support and healthcare.

Business Time Organisation, Trade and Consumption

Public network of companies and/or entities promoting good practices on time use.

Data compilation on business time use schedules and/or good practices (i.e., opening and closing hours, consumption hours, during workweeks and festivities, in summer...).

Personalised assessments for companies to implement new time-use organisational models (i.e., telework, flexible working hours, reduced workweek...).

Public regulation and/or promotion of healthy closing times (aligned with circadian dinner time for each country).

“Municipal consumption vouchers” or other public incentives are used to stimulate local commerce and consumption on a proximity basis (grocery shopping, etc).

Planned commutes for medium and large companies, organisations, and industrial areas are encouraged.

Public provision of guidelines, strategies, and/or directives related to adapting working schedules to extreme climate events, such as heatwaves, droughts, or heavy rain.

Initiative for package delivery and/or grocery storage allows for public provision of local markets and other day-to-day utilities, balancing workers' decent time and consumer needs (i.e., having a centralised delivery centre in the neighbourhood or residential block for packages, adapting municipal markets with refrigerated storage for groceries...).

Governance and Awareness

A Time Chief Officer is appointed to coordinate and supervise the implementation of time policies transversally within the administration.

Public awareness campaign to improve schedules and time organisation, aimed at citizens and companies.

An annual report on time policies and other implemented actions is developed.

BLOCK 2 – Time for Social Sustainability

Please, choose your preferred answer to each question:

- Does your institution have this policy? **[Answer: Yes/No]**
- What is your interest level in learning more about this policy? **[Answer: High/Medium/Low]**

Does your institution have this policy?

What is your interest level in learning more about this policy?

Mobility and Sustainability

Public services are designed with proximity-based accessibility in all neighbourhoods (i.e., 15-minute or poly-centric cities).

Public promotion of reduced travel and waiting times through designing strategies promoting walking, cycling, and public or collective transport strategies (i.e., allowing accessible, inter-modal mobility, facilitating access to services and neighbourhoods through different transport means).

Reduction of rush-hour congestion through changing commuter mobility behaviours (i.e., gradualising start entries of different companies and entities established in a given area).

Public transport infrastructure improvements aim to reduce travel times and try to avoid accidental interruptions.

Use of apps and digital services to provide real-time public transport information, carpooling options, or on-demand bus services.

Strategy to create a diversified network of accessible and proximate green public spaces in neighbourhoods that allow for both natural climate mitigation and allow leisure time in nature (i.e., “climate refuges” or “climate heavens”).

Participation and Citizens' Services

A participatory process has been applied with citizens and relevant entities to discuss and improve the schedules of publicly funded activities and services (i.e., "Time Agreement", consultation tables...).

A majority of public procedures are digitised to facilitate citizen access.

Citizen attention services have a double shift (morning and evening) to adapt to citizens' different schedules.

Allowance of virtual participation in municipal decision-making (asynchronous participation).

Public participation bodies offer public caregiving services.

Public plenary sessions are double (one in the morning, one in the evening) or alternate and do not extend beyond 8 p.m.

Time-use Data and Innovation

Regular collection of time-use data every 5 years, by the institution or in cooperation with other organisations.

Studies on the impact of time use are conducted when designing or modifying public policies, with subsequent adjustments made accordingly.

AI resources (Digital Twins) and/or data analytics are used to monitor and forecast public transport or service demand, adjusting schedules dynamically to improve efficiency.

AI-powered answers are provided to citizen queries or to guide users through municipal procedures (i.e., through chatbots or virtual assistants available 24/7).

BLOCK 3 – Time for Formal and Informal Leisure: Building a Chronocity

Please, choose your preferred answer to each question:

- Does your institution have this policy? **[Answer: Yes/No]**
- What is your interest level in learning more about this policy? **[Answer: High/Medium/Low]**

Does your institution have this policy?

What is your interest level in learning more about this policy?

Education (Nursery Schools, Schools, Institutes, and Related Entities)

Publicly-funded schools have extended entry hours prior to regular school hours to facilitate caregivers' work-life balance.

Publicly-funded schools have extended finishing hours beyond regular school hours to facilitate caregivers' work-life balance.

Most publicly-funded schools have their schedules revised for students to be able to get lunch in a healthy schedule (from 12:00 to 1:30 p.m.).

Most of publicly-funded extracurricular activities for children finish before 7 p.m.

Most of publicly-funded extracurricular activities for teenagers finish before 8 p.m.

Schoolyards are open beyond official school hours.

Leisure and Culture

The starting times of activities during publicly-funded festivities balance the respect of neighbours' rest and the enjoyment of activities (especially for city festivities and night concerts).

Most of the publicly-funded cultural activities, or activities happening in public infrastructure, do not finish later than 8 p.m. (i.e., earlier schedules for theatre).

Prime time for public TV or publicly-funded TV does not begin later than 9 p.m.

Most of the publicly-funded sports activities do not finish later than 8 p.m. (i.e., considering the healthiest hours for sports activities in accordance with sunlight).

Nighttime Policies

A Night Chief Officer ("Night Mayor") or a Night Council is designated with specific functions to oversee different activities' schedules and services during nighttime.

Public transport schedules during the night take into consideration the needs of nighttime leisure users as well as those of night shift workers (i.e., by offering transportation services to night economy areas or all-night public transport).

Initiatives to help night shift workers achieve a better work-life balance are publicly promoted.

Public lighting intensity balances citizens' rest while guaranteeing safety, especially for women.

Cleaning activities are rescheduled to reduce noise and avoid disturbing residents during rest periods.

BLOCK 4 – Internal policies (for the institution)

Please, choose your preferred answer to each question:

- Does your institution have this policy? **[Answer: Yes/No]**
- What is your interest level in learning more about this policy? **[Answer: High/Medium/Low]**

Does your institution have this policy?

What is your interest level in learning more about this policy?

Co-responsible institution

Flexible working hours are established to meet personal, family, and life needs (earlier or later start and end of the workday).

Shift system for elected officials or public servants attending events or executing services in the evenings, weekends, and public holidays.

Productive teams

Telework Plan regulating days, procedures, working hardware, etc.

Protocol or procedure to implement work by objectives.

Digital disconnection protocol.

Strategy promoting efficient meetings, agreed beginning and ending times and establishes respectful schedules (i.e., stating clear agendas, avoiding meetings during lunchtime or earlier or later in the day to facilitate work-life balance).

Healthier working time

Adjustments to the duration of lunch breaks are made according to each worker's needs, allowing workers to finish the workday earlier.

Physical and Psychosocial Health Plans take into consideration time use when considering workers' wellbeing.

Training and awareness raising in time management

Training and/or awareness-raising actions on time use are carried out for both public officials and elected representatives.

Annual goals include strategies related to improving time management.

Support and development of time policies

The Time Use Initiative provides support services for defining and implementing time policies and time use agreements, utilising this questionnaire to identify and further develop innovative time policies.

Contact: info@timeuse.barcelona



The **Time4All 2.0** project is part of the European Commission's CERV programme, which awards projects that promote social equality and citizens' rights. The project targets 6,000 participants, focusing on youth, women, and migrants. As a result, more than 20 municipalities from 9 EU countries will implement more and better time policies to ensure citizens' right to time. Ultimately, the project contributes to a more resilient, sustainable and inclusive European society.

The project is led by the city of Bergamo and the Time Use Initiative (TUI), an international organisation promoting time policies and the right to time. The TUI currently manages the Local and Regional Governments Time Network Secretariat.

More information:

<https://timeuse.barcelona/time-networks/time4all-2-0/>

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Launched in Barcelona (Catalonia, Spain) in 2014, the **Time Use Initiative** (TUI) is a leading international organization dedicated to promoting the right to time and advocating time policies for a healthier, more egalitarian, efficient, and sustainable society.

Since 2019, TUI is promoting time policies internationally, attracting over 300 major stakeholders spanning governments, unions, business organisations, research institutions, and more. These stakeholders have endorsed the **Barcelona Declaration on Time Policies**, a commitment to promote time-related initiatives worldwide.

More information:

<https://timeuse.barcelona/who-we-are>

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