



TIME
USE
INITIATIVE

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

Self-assessment tool for municipalities
implementing a balanced organization
of time.

June 2024



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 organization, education, night-time 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 policies in a local administration. It has two parts: the first assesses policies addressed to citizens and the second focuses on implementing internally within the municipality.

1. Assessment: each section includes specific initiatives that you might implement to address these areas. Municipalities are asked to indicate the status of each initiative with one of three options:

Yes: The initiative is already implemented and is considered a good practice.

No: The initiative is not currently implemented.

No, but interested: The initiative is not implemented but identified as an opportunity for improvement.

2. Analysis: After completing the questionnaire, analyse the results to identify strengths, gaps and opportunities for improvement in time-related policies.

3. Action Plan: Develop an action plan based on the assessment to help implement or improve policies that enhance time use for citizens and municipal employees.

If you have any questions during the process, please contact:

info@timeuse.barcelona

Please, choose one of the three options: Yes: you have the initiative implemented (good practice) No: initiative not implemented No, but interested: initiative not implemented but spotted as an opportunity	Yes	No	No, but inter- ested
Gender equality and co-responsibility			
Promotion of care-work responsibilities equitably distributed between women and men			
Conduct integrated and preventive interventions related to social support and healthcare			
There are protocols to incorporate clauses referring to co-responsibility in municipal public procurement			
Offer proximity-based support services to caregivers such as: legal support, emotional and peer-group support, training courses, etc			
Existence of breathing spaces and childcare services in which families and caregivers can bring their dependents and have some personal time			
Mobility and sustainability			
New urban planning models are designed to consider the relation between time and ethnicity, class and age for urban travel, waiting times and spatial use (such as the 15-minute city concept)			
The municipality promotes initiatives to make walking, cycling and public/collective transport easier while minimising the use of private vehicles			
Studies are performed to reduce mobility during rush hours			
Public transport infrastructure improvements are used to reduce travelling times and avoid accidental interruptions			
Introduce the use of apps and digital services to check real-time public transport information, carpooling options or on-demand bus request services			
Business time organization, trade, and consumption			
Teleworking, flexible working hours and planned commutes for workers at medium and large companies, organizations and industrial areas are encouraged by the municipality			
There is a public network of companies and/or entities that share good practices in the use of time			
The city council has a support/advice policy for companies and entities to develop new time organizational models			
“Municipal consumption vouchers” or other promotional initiatives are available to stimulate local and proximity trade as well as consumption			
The city council has a policy for shops to close before 8 p.m.			

Education, including nursery schools, primary schools, institutes and related entities			
Public schools for children have extended the entry and/or exit hours beyond school hours			
The school yards are open beyond school hours			
Extracurricular activities at public schools (for children) end before 7 p.m.			
Extracurricular activities at public institutes (for teenagers) end before 8 p.m.			
Most public schools have lunch between 12-12:30 p.m.			
Night-time policies			
The city council has appointed a night chief officer/night council			
There is a rationalised public transport schedule for night shifts that takes into account citizen's needs and workers' rest			
A balance has been found in the intensity of public lighting in order to facilitate citizens' rest and guarantee their safety (especially women)			
Re-scheduling of cleaning activities to facilitate the rest of the neighbourhood			
There is an initiative to help night shift workers have a better work-life balance			
Democracy and citizens' services			
The municipality has initiatives that promote participation in the neighbourhood, increasing numbers of citizens, associations and formal or informal committees			
A participatory process has been applied with citizens and relevant entities to discuss and improve the schedules of publicly funded activities and services (Time Pact)			
The vast majority of municipal procedures are digitised			
It is allowed to participate in the municipality's decisions electronically			
Most public participation events are convened outside the school's entering/exit hours and no later than 6 p.m			
Public plenary sessions are double (one in the morning, one in the afternoon) or alternate and do not extend beyond 8 p.m			
Most meetings between the entities and the city council offer the possibility of municipal babysitting			
Leisure, culture and associationism			
The starting times for the night activities of popular festivals have been set at a convenient time that respects neighbours' rest and allows the pleasure of events for residents			

The timetables of cultural activities (theatre or TV prime time) have been reviewed, taking into account criteria for time rationalisation			
The timetables of sports activities have been revised, taking into account criteria for time rationalisation			
Awareness-raising, governance and evaluation activities			
A Time Chief Officer is appointed to coordinate and oversee the implementation of time policies within the administration			
There is a public awareness campaign to improve timetables and time organization aimed at citizens and companies			
The city council promotes awareness campaigns to encourage healthy habits aligned with chronobiological cycles			
A study on the impact of time use is executed when designing or modifying a public policy, and modifications are done accordingly			
Data on citizens' time use is regularly collected to identify needs and areas of improvement so new time policies can be implemented			

4.2. PART II: Internally within the municipality
Objective: evaluate the time policies implemented for the workers of the City Council

Please, choose one of the three options: Yes: you have the initiative implemented (good practice) No: initiative not implemented No, but interested: initiative not implemented but spotted as an opportunity	Yes	No	No, but interested
Strengthening time co-responsibility			
There are different entry and/or exit times adjusted to employees needs			
A shifts system has been created to attend events or execute services set at evenings and weekends for elected officials, managerial staff or technicians			
For more productive and respectful times			
A stable telework plan has been implemented (regulating days, procedures, equipment, etc)			
Flexible working hours are established to meet personal, family and life needs (start and end of the workday or meal times)			
There is a protocol or procedure to implement work by objectives.			

There is a strategy that promotes efficient meetings (with a clear agenda), agreed beginning and ending times and establishes healthy schedules (ex. avoiding lunchtime)			
A digital disconnection protocol is available			
For a healthier time			
It is possible to adjust the duration of a lunch break according to each worker's needs as well as allow workers to finish the work day earlier			
There are actions that promote a physical and psychosocial health plan for the well-being of people in the organization that takes into account the uses of time			
Training and awareness raising in time management			
One or more training and/or awareness-raising actions are carried out for workers and positions of responsibility			
Annual goals include strategies related to improving time management			

Access the Self-Assessment tool

Free to download at Time Use Initiative Website
 Access: <https://timeuse.barcelona/self-assessment-questionnaire-for-municipalities-on-time-policies/>

Support the development of our Action Plan

The Time Use Initiative offers support services in defining and implementing time policies and time use agreements with a unique and proven methodology.

Contact: info@timeuse.barcelona
 Find us: <https://timeuse.barcelona/>



The **Time4All** project is part of the European Commission's CERV programme, which awards projects that promote social equality and citizens' rights. The project expects to reach about 1,700 participants, in particular youth and women, whom time poverty hits hardest. It will run two years from 2023 to 2024, and include multiple activities for local policymakers, citizens, research institutions, and other social partners.

The project is led by the city of Bergamo and Time Use Initiative (TUI), the international organization promoting time policies and the right to time which currently runs the Network's secretariat.

More information:

<https://timeuse.barcelona/projects/time4all/>

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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.

In 2019, TUI went global, attracting over 100 major stakeholders spanning governments, unions, business organizations, 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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