

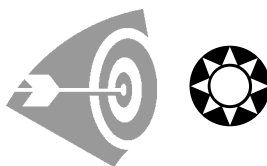
## Research on Gender Mainstreaming:

### Reconciling work and family life in Europe

# VOLUME 4

## Reference Guide for factor “Time”

Practical tools for the preparation of  
seminars and conferences



## Symbols



Wherever you see this symbol, you will find tips for the preparation of your seminar / conference.



Wherever you see this symbol, you will find a description of a best practice example.



# **Reconciling work and family life in Europe**

Volume 4

**Europäisches Zentrum  
für Arbeitnehmerfragen (EZA)**

## **Reference Guide for factor "Time"**

Practical tools for the preparation  
of seminars and conferences

Shaker Verlag  
Aachen 2006

**Bibliographic information published by Die Deutsche Bibliothek**

Die Deutsche Bibliothek lists this publication in the Deutsche Nationalbibliografie; detailed bibliographic data is available in the internet at <http://dnb.ddb.de>.

Copyright Shaker Verlag 2006

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the publishers.

Printed in Germany.

ISBN-10: 3-8322-5188-X

ISBN-13: 978-3-8322-5188-8

ISSN 1863-2874

Shaker Verlag GmbH • P.O. BOX 101818 • D-52018 Aachen

Phone: 0049/2407/9596-0 • Telefax: 0049/2407/9596-9

Internet: [www.shaker.de](http://www.shaker.de) • e-mail: [info@shaker.de](mailto:info@shaker.de)

# Table of contents

<b>TABLE OF CONTENTS</b>	<b>3</b>
<b>PREAMBLE</b>	<b>5</b>
<b>OBJECTIVES &amp; STRUCTURE OF REFERENCE GUIDE NO. 6: “TIME”</b>	<b>7</b>
<b>GENERAL REVIEW</b>	<b>10</b>
<b>1. BEST PRACTICE EXAMPLES</b>	<b>14</b>
1.1. SUGGESTED STRUCTURE TO DESCRIBE BEST PRACTICE EXAMPLES	15
1.2. BEST PRACTICE EXAMPLES REGARDING FACTOR NO. 6 “TIME”	27
1.2.1. 🌟 <i>Best Practice, Times in the City, Germany</i>	27
1.2.2. 🌟 <i>Best practice, More suitable working hours, Estonia</i>	28
1.2.3. 🌟 <i>Best practice, Awareness campaign, Italy</i>	29
1.2.4. 🌟 <i>Best practice, flexible time /awareness campaign, Italy</i>	30
1.2.5. 🌟 <i>Best practice, Collective labour contract, Romania</i>	32
1.2.6. 🌟 <i>Best practice, Social programme for employees, Slovakia</i>	33
<b>2. FACTOR NO. 6 “TIME” - INFLUENCES &amp; OUTCOMES - EXAMPLES FROM EUROPEAN COUNTRIES</b>	<b>35</b>
<b>3. DIAGNOSIS FOR FACTOR NO. 6 “TIME”</b>	<b>42</b>
Sub-factor 6.1) <i>Current status</i>	45
Sub-factor 6.2) <i>Public actions at governmental / regional /local level</i>	45
Sub-factor 6.3) <i>Employers’ actions</i>	46

<i>Sub-factor 6.4) Actions taken by workers’ organisations / non-governmental organisations</i>	47
<i>Sub-factor 6.5.) Working time models</i>	47
<b>OVERVIEW TIPS</b>	<b>49</b>
<b>ANNEX 1 BEST PRACTICE EXAMPLES</b>	<b>53</b>
<b>ANNEX 2 BEST PRACTICE QUESTIONNAIRES</b>	<b>80</b>
<b>ANNEX 3 MODEL SEMINAR PLAN</b>	<b>101</b>
<b>ANNEX 4 SEMINAR QUALITY CHECK LIST</b>	<b>121</b>
<b>ANNEX 5 DIAGNOSIS TOOL</b>	<b>126</b>
<b>ANNEX 6 PROJECT QUALITY CHECK LIST</b>	<b>135</b>
<b>INDEX OF FOOTNOTES</b>	<b>148</b>