

**Trade and Development Board**  
**Working Group on Measuring**  
**E-Commerce and the Digital Economy**

First meeting

Geneva, 3-4 December 2019

Item 2 of the provisional agenda

**Adoption of the agenda and organization of work**

## **Provisional agenda and annotations**

### **I. Provisional agenda**

1. Election of officers
2. Adoption of the agenda and organization of work
3. Revision of the UNCTAD *Manual for the Production of Statistics on the Information Economy* (2009)
4. Measuring domestic and cross-border e-commerce
5. Topics for future consideration by the Working Group
6. Adoption of the Chair's summary

### **II. Annotations**

#### **Item 1**

##### **Election of officers**

1. The Working Group (WG) on Measuring E-Commerce and the Digital Economy will elect a Chair and a Vice-Chair-cum-Rapporteur.

#### **Item 2**

##### **Adoption of the agenda and organization of work**

2. The Working Group may wish to adopt the provisional agenda contained in chapter I above.
3. It is proposed that the first plenary meeting of the WG, which will start at 10 a.m. on Tuesday, 3 December 2019, should be devoted to procedural matters (items 1 and 2 of the provisional agenda) and an introduction by the Secretariat. The closing plenary meeting, on Wednesday 4 December 2019, will be devoted to the adoption of the Chair's draft summary and proposed topics for future discussion. In view of the short duration of the meeting, the Chair and Vice-Chair-cum-Rapporteur will be authorized to finalize the summary after closure of the meeting.
4. The remaining sessions will be devoted to substantive items 3, 4, and 5 of the provisional agenda.

*Documentation*

Non-paper

Provisional agenda and annotations

**Item 3**

**Revision of the UNCTAD *Manual for the Production of Statistics on the Information Economy* (2009)**

5. At its third session held in April 2019, the Intergovernmental Group of Experts (IGE) on E-commerce and the Digital Economy decided that the Working Group would have as its first task the revision of the UNCTAD *Manual for the Production of Statistics on the Information Economy*. The last version of the *Manual* dates to 2009 and needs to be revised to reflect changes in the digital economy landscape of the past 10 years.

6. The *Manual* is a tool for staff of national statistical organizations responsible for producing official statistics on e-commerce and the digital economy. It is intended to guide statisticians from developing countries in all steps involved in the production and dissemination of statistics regarding the use of information and communication technologies (ICT) by enterprises, the ICT sector, on e-commerce and on international trade in ICT goods and services (including ICT-enabled services).

7. Producing statistics on the digital economy is an increasingly important component of the work of national statistical organizations. Demand for such statistics has increased as more countries seek to design, monitor and review national policies and strategies to take advantage of the evolving digital economy. The private sector needs information about access to and use of, ICTs by various consumer groups, as well as information about the impact of ICTs. At the international level, comparable ICT indicators are critical to cross-country comparisons of ICT development and to monitor the global digital divide.

8. Under this agenda item, the WG will review:

- Changes since 2009
- Conceptual frameworks, statistical standards and indicators, data sources and data collection
- Model questions and questionnaires, survey design and dissemination
- Institutional and other issues
- Good practices from countries

<i>Documentation</i>	
Non-paper	Draft <i>Manual for the Production of Statistics on the Digital Economy – 2020 Revised Edition</i>
UNCTAD/SDTE/ECB/2007/2/REV.1	<i>Manual for the production of Statistics on the Information Economy – 2009 Revised Edition</i>

**Item 4**

**Measuring domestic and cross-border e-commerce**

9. The Intergovernmental Group of Experts (IGE) on E-commerce and the Digital Economy, at its third session in April 2019, recognized the need for enhancing the availability of official statistics on e-commerce and the digital economy, especially in developing countries, in support of evidence-based policymaking. In view of the scarcity of official statistics on domestic and cross-border e-commerce, the IGE decided that the first meeting

