



DTL/STICT/MISC/2019/7  
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## NOTIFICATION

### Working Group on Measuring Electronic Commerce and the Digital Economy

Geneva, 3 and 4 December 2019

The first meeting of the Working Group on Measuring Electronic Commerce and the Digital Economy will be held on 3 and 4 December 2019 in room XXVI of the Palais des Nations, Geneva. It will start at 10 a.m. on Tuesday, 3 December.

#### Background and purpose

The Working Group aims to advance cooperation on measuring electronic commerce (e-commerce) and the digital economy and enhance the availability, quality, comparability, usability and relevance of statistics on e-commerce and the digital economy, with a view to supporting evidence-based policymaking, in particular in developing countries. The Intergovernmental Group of Experts on E-commerce and the Digital Economy, at its third session in April 2019, adopted the terms of reference for the Working Group and agreed on the following topics for its first meeting:

- Revision of the UNCTAD *Manual for the Production of Statistics on the Information Economy*
- Measuring domestic and cross-border e-commerce

Further information and documentation for this meeting can be found at <https://unctad.org/en/Pages/MeetingDetails.aspx?meetingid=2259>.

#### Participation

This meeting is open to all member States of UNCTAD. Member State representatives wishing to attend the meeting are requested to provide their credentials to UNCTAD by Friday, 1 November 2019. They should have relevant expertise in producing official information and communications technology statistics, such as at government ministries or national statistics offices.

Other participants that may be invited include representatives from international organizations involved in information and communications technology measurement; representatives from expert organizations and research networks in the digital economy; and specialists from civil society, the private sector and academia, as appropriate. These are requested to inform UNCTAD of the names of their representatives by the same date.

Online registration at <https://reg.unog.ch/event/29838/> is mandatory for all those wishing to attend the meeting. Registration requires uploading an official letter of nomination to represent an organization at this meeting. For government representatives, a note verbale or an email from the permanent mission in Geneva will suffice. Participants whose registration is approved will be granted entry to the Palais des Nations on 3 and 4 December 2019. Inquiries regarding registration should be addressed to [meetings@unctad.org](mailto:meetings@unctad.org).

## **Written contributions**

To facilitate deliberations and the exchange of experiences on the topics to be discussed, member States and observers are requested to submit written contributions to UNCTAD by Friday, 1 November 2019. Contributions that share examples of good practices and lessons learned in the production of statistics on e-commerce and the digital economy are welcome, in order to inform the revision of the *Manual for the Production of Statistics on the Information Economy*. Contributions on national experiences in the measurement of domestic and cross-border e-commerce are also welcome.

## **Financial assistance**

Financial assistance may be granted to a limited number of officially nominated government experts from developing countries, to cover the cost of travel to Geneva and a daily subsistence allowance. The decision on the granting of financial assistance will be based on their involvement and expertise in the production of official statistics on e-commerce and the digital economy, on the principle of equitable geographical and gender-based representation and on the needs of beneficiaries, in particular the least developed countries.

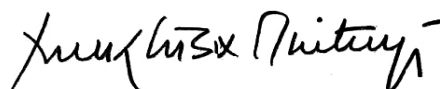
Requests for financial assistance should be made by 18 October 2019 by the permanent mission as part of the official nomination of the expert representative(s) and should include the following information about each nominee: curriculum vitae; mailing address; telephone and fax numbers; email address; and name of contact person from the permanent mission in Geneva. Once the list of experts to receive financial assistance has been finalized, all travel arrangements will be made in accordance with United Nations rules and regulations.

## **Logistics**

Before entering the Palais des Nations, participants are requested to collect their badges at the United Nations Security Service, Pregny Gate entrance, 14 avenue de la Paix. The Security Service is open from 8 a.m. to 5 p.m. Because of the security measures in force, participants are strongly advised to arrive before 9 a.m. in order to complete entry procedures in good time and proceed to the meeting in Building E of the Palais. Participants are requested to carry a passport or similar national identity card. Taxis are not allowed to enter the grounds of the Palais des Nations; therefore, visitors will be dropped off at the entrance gates. Furthermore, luggage may not be brought into the buildings unless the Security Service grants special clearance.

## **Further information and contact details**

Substantive inquiries should be addressed to the Information and Communications Technology Policy Section; tel: 41 22 917 2413; email: [ict4d@unctad.org](mailto:ict4d@unctad.org).



Mukhisa Kituyi  
Secretary-General of UNCTAD

20 September 2019