

**Trade and Development Board
Working Group on Measuring
E-Commerce and the Digital Economy**
Second meeting
Geneva, 3-4 May 2021 (online)
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. Progress in measuring electronic commerce (e-commerce) and digital economy work by relevant international organizations
4. Next steps in the implementation of the revised UNCTAD *Manual for the Production of Statistics on the Digital Economy*
5. The use of non-survey sources of data to supplement the traditional measurement of e-commerce and the digital economy
6. Topics for future consideration by the Working Group
7. 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. The Working Group will be held online.
4. The first plenary meeting of the WG will start at 11 a.m. on Monday, 3 May 2021, and will be devoted to procedural matters (items 1 and 2 of the provisional agenda) and an introduction by the

Secretariat. The closing plenary meeting, on Tuesday 4 May 2021, 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.

5. 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

Progress in measuring electronic commerce (e-commerce) and digital economy work by relevant international organizations

6. The Intergovernmental Group of Experts on E-Commerce and the Digital Economy, at its fourth session in October 2020, agreed that the Working Group should review the latest progress in measuring e-commerce and the digital economy, including the work by relevant international organizations.

Item 4

Next steps in the implementation of the revised UNCTAD *Manual for the Production of Statistics on the Digital Economy*

7. The UNCTAD *Manual for the Production of Statistics on the Digital Economy* was discussed at the first meeting of the Working Group in December 2019 and revised in 2020, enlarging and updating the contents of the previous 2009 edition. The revised *Manual* includes new statistical standards and model questionnaires. It is meant to support capacity building of entities charged with producing official statistics on e-commerce and the digital economy, in particular statistical agencies in developing and transition economies. The UNCTAD Secretariat will brief on planned activities related to capacity building based on the revised *Manual*.

8. The Working Group is invited to take note of the revised *Manual* and planned next steps for its dissemination and use in capacity building. Delegates are invited to express their needs for capacity building that may leverage the *Manual* and UNCTAD technical assistance in this area.

Item 5

The use of non-survey sources of data to supplement the traditional measurement of e-commerce and the digital economy

9. The Intergovernmental Group of Experts on E-Commerce and the Digital Economy, at its fourth session in October 2020, agreed that the Working Group should also discuss non-survey sources of data to measure e-commerce and the digital economy. Relevant and internationally comparable statistics are important for policymakers to be able to take informed decisions with regard to the digital economy. Official statistics may leverage non-survey sources of data to supplement the analysis of the digital economy and e-commerce.

10. Delegates are encouraged to share experience with the use of non-survey sources of data to supplement the traditional measurement of e-commerce and the digital economy, highlighting advantages and challenges in this context.

Item 6

Topics for future consideration by the Working Group

11. The Intergovernmental Group of Experts on E-Commerce and the Digital Economy will decide on the provisional agenda items to be discussed by the Working Group at its third meeting. The Working Group is expected to propose to the IGE several topics for future discussion. The dates for the next session of the IGE are still to be determined.

12. Delegates are invited to make suggestions of topics that could be explored at the third meeting of the Working Group.

Item 7

Adoption of the Chair's summary

13. The WG will adopt the Chair's summary, which will be reported to the Intergovernmental Group of Experts on E-Commerce and the Digital Economy at its fifth session (date to be determined).

Experts are requested to submit any contributions to the UNCTAD secretariat as soon as possible. Contributions by international organizations that share examples of good practices and lessons learned in the production of statistics on e-commerce and the digital economy are welcome to inform agenda item 3. Contributions related to national and regional needs for technical assistance in measuring e-commerce and the digital economy are welcome to inform agenda item 4. Contributions on national experiences in the use of non-survey sources of data to supplement the traditional measurement of e-commerce and the digital economy may inform agenda item 5. Contributions may be sent to Scarlett Fondeur (scarlett.fondeur.gil@unctad.org), Economic Affairs Officer, Information and Communications Technology Policy Section, Division of Technology and Logistics, and/or to ict4d@unctad.org.