| **ID** | **Name** | **Stakeholders** | **Action** | **Future Milestones** | **Due** |
| --- | --- | --- | --- | --- | --- |
| **Current Projects: Ongoing** |
| EC1 | Research on key elements on Structural Reform | EC SRMM | Liaise with EC to identify particular research topics |  | As required |
| EC4 | Voluntary reviews | ECParticipating Economies | Complete PSU role in assisting economies in undertaking reviewsExploratory meeting with Indonesia’s MoF – 14 May 2010✓ | 2011 as required | As required |
| PSU1 PSU2 | StatsAPEC:* Key Indicators Database
* Bilateral Linkages Database
 | PSU BoardMember Economies | Release of StatsAPEC website✓Optimization of StatsAPEC for mobile devices✓Beginning 2011, biannual data updates:* First update
* Second update
 | 1 July 2010August 2013June 2017December 2017 | Ongoing |
| PSU11 | PSU Policy Briefs | SOM Member Economies | Release Policy Briefs that analyze pertinent policy relevant issues in the APEC region.  | On needs basis | Ongoing |
| PSU27 | APEC in Charts 2017  | SOMAMMAELM | Beginning 2013, annual publication for AMM  | November 2017  | Ongoing |
| PSU28 | APEC Regional Trends Analysis  | CTIECSOMAMM | Beginning 2016, biannual reports:* First report
* Second report
 | May 2017November 2017 | Ongoing |
| SOM16 | Support to APEC Services Competitiveness Roadmap | SOMCTIGOS | Support development of services data & statistics to measure & support implementation of Roadmap; and work with fora responsible for carrying out APEC-wide actions to identify possible statistics to measure progress |  | Ongoing |
| **Current Projects: Discrete** |
| CTI33 | Peer Review and Capacity Building on APEC Infrastructure Development and Investment (Reviewed Economy: The Philipppines) | CTI | Establishment of review team✓ Submission of Inception Report✓Conduct document based review✓Review visit✓Submission of Progress Report✓Submission of Draft Final Report Submission of Final Report | 7 July 2016November 2016November 2016December 2016 December 2016March 2017May 2017 | Q2 2017  |
| CTI34 | Facilitating Digital Trade for Inclusive Growth: Key Issues in Promoting Digital Trade in APEC | CTI | Project update at CTI2✓Presentation at Trade Policy Dialogue and CTI3✓Submission of Draft Report✓Submission of Revised Draft Report✓Presentation at CTI1✓Submission of Final Report | May 2016Mid-August 2016October 2016End-January 201726-28 February 2017March 2017 | Q1 2017 |
| CTI35 | Study on the Application of Global Data Standards (GDS) for Supply Chain Connectivity – Phase Two | CTI | Submission of Progress Report Submission of Draft Final Report Submission of Final Report | March 2017May 2017June 2017 | Q2 2017 |
| CTI36 | Case Study on Supporting Industry Promotion Policies in APEC – APEC Supporting Industry Initiative | CTI | Contractual negotiations & consultant appointment✓Submission of Inception Report✓Submission of Draft Report 1✓Submission of Draft Report 2✓Presentation of Draft Report 2 to Policy Seminar and CTI1✓Submission of Draft Report 3 Submission of Final Report  | Mid-November 2016December 2016End-January 2017Mid-February 201723, 26-28 February 2017Mid-April 2017May 2017 | Q2 2017 |
| CTI37 | Study on Single Window Systems’ (SWS) International Interoperability: Key Issues for its Implementation | CTI | Contractual negotiations & consultant appointment✓ Submission of Inception Report✓Submission of Progress Report Submission of Draft Final Report Submission of Final Report  | Mid-November 2016December 2016March 2017May 2017August 2017 | Q3 2017 |
| CTI38 | Promoting E-commerce to Globalize MSMEs | CTI | Project update to CTI3✓ Project update for CSOM✓Distribution of survey questionnaires to CTI✓Project update to CTI1✓ Submission of Draft Report to CTI2 Submission of Draft Final Report to CTI3 Submission of Final Report  | August 2016October 2016January 201726-28 February 2017May 2017August 2017October 2017 | Q4 2017 |
| CTI39 | Trends and Developments in Provisions and Outcomes of RTA/FTAs Implemented in 2016 by APEC Economies | CTI | Project update at CTI1✓Submission of Draft Report for CTI2Submission of Final Report for CTI3 | 26-28 February 2017May 2017August 2017 | Q3 2017 |
| EC16 | Second APEC Ease of Doing Business Action Plan: Annual Progress Assessment 2016 | EC | Presentation of Preliminary Results at EC1✓Submission of Draft ReportSubmission of Final Report for EC2 | 27-28 February 2017June 2017August 2017  | Q3 2017 |
| IEG2 | Investment Facilitation Action Plan (IFAP) Implementation Progress 2015-2016 | IEG | Submission of Draft Final Report to IEG1✓ Submission of Final Report | 23-24 February 2017April 2017 | Q2 2017 |
| PPWE2 | The APEC Women and the Economy Dashboard 2016 | PPWE SOM | Submission of Draft DashboardSubmission of Comments & Data by EconomiesSubmission of Final Dashboard | May 2017June 2017August 2017 | Q3 2017 |
| SOM15 | Partnerships for the Sustainable Development of Cities in APEC Region | SOM | Contractual negotiations & consultant appointment✓ Submission of Draft Final Report✓Submission of Final Report✓ | 2 March 201512 January 2016November 2016 | Q4 2016 |
| SCSC2 | Developing Indicators to Assess the Strength of Standards and Conformance (S&C) Infrastructure in APEC | SCSC | Contractual negotiations & consultant appointment✓Submission of Inception Report✓Submission of Progress Report 1 to SCSC1✓Submission of Progress Report 2Presentation of Draft Final Report to SCSC2Submission of Final Report | 9 November 2016December 201620-21 February 2017June 2017August 2017October 2017 | Q4 2017 |
| **Completed Projects** |
| CTI28 | Study on the Application of Global Data Standards (GDS) for Supply Chain Connectivity – Phase One | CTI | [Report distributed – February 2017](http://publications.apec.org/publication-detail.php?pub_id=1811)Accessed: 300 times |  | Done |
| GOS1 | Case Studies on the Role of Services Trade in Global Value Chains (GVCs) | GOSMAG | [Health & Medical Services in Malaysia– February 2017](http://publications.apec.org/publication-detail.php?pub_id=1819)Accessed: 100 times |  | Done |
| PSU11 | PSU Policy Briefs | SOM Member Economies | [Trade of Fishery Products and Fisheries Subsidies in APEC (No. 16, January 2017)](http://publications.apec.org/publication-detail.php?pub_id=1805) Accessed: 600 times[Import Licensing Regimes: An APEC Snapshot and Considerations for their Use (No. 17, January 2017)](http://publications.apec.org/publication-detail.php?pub_id=1806)Accessed: 600 times |  | Done |
| **Collaboration Matters** |
|  | Increasing relationships with other international and research fora, and seeking to establish more formalized collaboration, possible joint research and information sharing arrangements where suitable | APEC, IMF, WB, ASEAN, OECD, PECC, ERIA, ADB, etc. | Establish ongoing contacts with ADB, ADBI, ASEAN, ERIA, IMF, OECD, PECC, UNCTAD, WB, WEF, WTO, etcEstablish contacts with other organizationsEstablish information sharing arrangementsUndertake joint work as appropriate and in the interests of APECAvoid duplication of effort | Ongoing | Ongoing |
| **Communication Matters** |
|  | Research Outcomes: Summary of Research Projects 2016 | APEC Stakeholders | Beginning 2012, annual publication | Q2 2017 | Q2 2017 |
|  | Electronic mailer | APEC Stakeholders | Beginning 2012, electronic mailer for mailing list | Ongoing | Ongoing |
|  | Media activities | APEC Stakeholders | Prepare news releasesParticipate in media interviews and briefings | Ongoing | Ongoing |
|  | PSU webpages | APEC Stakeholders | Maintain, update and improve contents in [PSU webpages](http://www.apec.org/About-Us/Policy-Support-Unit.aspx) | Ongoing | Ongoing |
|  | Speaking engagements  | APEC Stakeholders | Participate in and speak at internal and external events  | Ongoing | Ongoing |
| **Management Matters** |
|  | Staff  | PSU | Recruit staff and monitor performance Manage workload of staff and consultants consistent with work program  | Ongoing | Ongoing |
|  | Reports required by Governance Arrangements | PSU BoardSOM | Prepare a concise half-year evaluation report for the Board on work undertaken and expenditure and commitmentsAs soon as practicable after each calendar year, the PSU must submit to SOM an annual report on the PSU’s operations during the previous calendar yearThe Board will regularly report the outcomes of its meetings to SOMThe PSU Director will regularly report on its activities to the Executive Director of the Secretariat | January and July to report on previous 6 month periodAs soon as practicable after audit | Bi-annuallyAnnuallyAfter each meetingOngoing |
|  | Mid-term review  | PSU Board SOM | Review the work and operations of the PSU and on the effectiveness of the PSU’s outputs from its establishment to 2016 and to provide recommendations for the strategic direction of the PSU  | September 2016 – April 2017 | Q2 2017 |