| **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 |
| EC17 | RAASR sub-fund assessment group | EC | Beginning March 2017, participate as member to provide advice on concept notes  | 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](http://statistics.apec.org/)✓
* 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](http://publications.apec.org/publication-detail.php?pub_id=1851)✓
* 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** |
| CTI35 | Study on the Application of Global Data Standards (GDS) for Supply Chain Connectivity – Phase Two | CTI | Submission of Draft Final Report✓ Submission of Final Report | End-June 2017September 2017 | Q3 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 2016May 2017September 2017October 2017 | Q4 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 preliminary survey result data to CTI2✓ Project update to CTI3✓Submission of Draft Report Submission of Final Report  | August 2016October 2016January 201726-28 February 2017May 2017August 2017September 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 to CTI3✓Submission of Final Report  | 26-28 February 2017August 2017September 2017 | Q3 2017 |
| CTI40 | Seminar/Workshop and Studies on Wider Range of Services in Environmental Industries/Businesses | CTI | Organisation of workshop at CTI2✓Submission of Draft Report to CTI3✓Sumission of Final Report  | 11 May 2017August 2017November 2017 | Q4 2017 |
| CTI41 | Peer Review and Capacity Building on APEC Infrastructure Development and Investment (Reviewed Economy: Viet Nam) | CTI | Establishment of review team✓Submission of Inception Report✓Review visitsConduct document based review & interviewsSubmission of Progress ReportSubmission of Draft Final Report Submission of Final Report | 16 May 2017May 2017September 2017To be confirmedTo be confirmedTo be confirmedTo be confirmed | Q4 2017 |
| CTI41 | Support in Development of SCFAP II Monitoring Framework  | CTI | Submission of Draft Analysis on External Indicators✓ Submission of Final Analysis on External Indicators | August 2017November 2017 | Q4 2017 |
| EC16 | Second APEC Ease of Doing Business Action Plan: Annual Progress Assessment 2016 | EC | Presentation of Preliminary Results at EC1✓Submission of Draft Report to EC2✓Submission of Final Report  | 27-28 February 2017August 2017September 2017 | Q3 2017 |
| EC18 | APEC Economic Policy Report (AEPR) 2017: Structural Reform and Human Capital Development | EC | Literature review & data analysis for Chapters 1 & 2✓Contractual negotiations & consultant appointment✓Deadline for economies to submit completed IERs✓Deadline for economies to submit draft case studies✓Review of draft case studies and analyse IERs✓Submission of first draft Chapters 1 & 2✓ Deadline for economies to submit revised case studiesSubmission of finalized Chapters 1 & 2  | March-May 2017End-April 2017June 2017July 2017June-August 2017August 2017September 2017September 2017 | Q4 2017 |
| PPWE2 | The APEC Women and the Economy Dashboard 2016 | PPWE SOM | Submission of Draft Dashboard✓Submission of comments & data by economies✓Submission of Final Dashboard | 5 May 201720 June 2017September 2017 | Q3 2017 |
| 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 2✓Submission of Progress Report 2 to SCSC2✓Presentation of Draft Final Report Submission of Final Report | 9 November 2016December 201620-21 February 2017August 2017August 2017September 2017Early November 2017 | Q4 2017 |
| SOM16 | APEC Services Competitiveness Roadmap (ASCR) Baseline Indicators | SOMGOS | Submission of Draft Report✓Submission of Draft Final Report✓Submission of Final Report | May 2017August 2017November 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: 1020 times | - | Done |
| CTI33 | Peer Review and Capacity Building on APEC Infrastructure Development and Investment (Reviewed Economy: The Philippines) | CTI | [Report distributed – May 2017](http://publications.apec.org/publication-detail.php?pub_id=1853)Accessed: 480 times | - | Done |
| CTI34 | Facilitating Digital Trade for Inclusive Growth: Key Issues in Promoting Digital Trade in APEC (Issues Paper No. 12)  | CTI | [Paper distributed – April 2017](http://publications.apec.org/publication-detail.php?pub_id=1839)Accessed: 2,400 times | - | Done |
| CTI36 | Case Study on Supporting Industry Promotion Policies in APEC – APEC Supporting Industry Initiative | CTI | [Supporting Industry Promotion Policies in APEC: Synthesis Report – May 2017](http://publications.apec.org/publication-detail.php?pub_id=1865) Accessed: 1,260 times[Case Study on Australia – May 2017](http://publications.apec.org/publication-detail.php?pub_id=1864) Accessed: 530 times[Case Study on Mexico](http://publications.apec.org/publication-detail.php?pub_id=1863) Accessed: 500 times [Case Study on Viet Nam – May 2017](http://publications.apec.org/publication-detail.php?pub_id=1862) Accessed: 520 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: 900 times | - | Done |
| IEG2 | Investment Facilitation Action Plan (IFAP) Implementation to Facilitate FDI in APEC: Updates in 2016 | IEG | [Report distributed – May 2017](http://publications.apec.org/publication-detail.php?pub_id=1849)Accessed: 1,400 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: 1,080 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: 1,100 times[NTMs in ICT Products (No. 18, April 2017)](http://publications.apec.org/publication-detail.php?pub_id=1840)Accessed: 620 times | Ongoing | Done |
| PSU28 | APEC Regional Trends Analysis  | CTIECSOMAMM | [May 2017 Issue: Globalisation: The Good, the Bad, and the Role of Policy](http://publications.apec.org/publication-detail.php?pub_id=1851)Accessed: 3,500 times | - | Done |
| SOM15 | Partnerships for the Sustainable Development of Cities in APEC Region | SOM | [Report distributed – June 2017](http://publications.apec.org/publication-detail.php?pub_id=1866)Accessed: 2,900 times | - | Done |
| **Collaboration Matters** |
|  | Increasing relationships with other international & research fora, and seeking to establish more formalized collaboration, possible joint research & 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 & information sharing arrangements Undertake joint work as appropriate & in APEC interestAvoid duplication of effort | Ongoing | Ongoing |
| **Communication Matters** |
|  | Research Outcomes: Summary of Research Projects 2016 | APEC Stakeholders | Beginning 2012, [annual publication](http://publications.apec.org/publication-detail.php?pub_id=1847)Acccessed: 1,000 times | Ongoing | Done |
|  | 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 & 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 & 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 | - | Done |