| **ID** | **Name** | **Stakeholders** | **Action** | **Future Milestones** | **Due** |
| --- | --- | --- | --- | --- | --- |
| **Current Projects: Discrete** |
| CTI52 | Trends and Developments in Provisions and Outcomes of RTA/FTAs Implemented in 2018 by APEC Economies | CTI  | Project update at CTI1✓Presentation of Draft Report to CTI3✓Submission of Draft Final Report✓Submission of Final Report | 3-4 March 201926-27 August 2019End-November 2019January 2020 | Q1 2020 |
| CTI54  | Assessment of Capacity Building Needs on Trade Related Aspects of E-commerce to Support WTO Negotiation on Trade Related Aspects of E-commerce  | CTI | Submission of Inception ReportSubmission of Interim ReportSubmission of Draft Final ReportSubmission of Final Report | March 2020June 2020September 2020November 2020 | Q4 2020 |
| EC25 | Renewed APEC Agenda for Structural Reform (RAASR): Final Review 2016-2020 | EC | Submission of final review template & new proposed indicators✓Economies to submit completed review templateProject update at EC1Submission of First Draft Report Submission of Revised Draft Report Submission of Final Report to EC2 Submission of Final Report to SRMM  | October 20192 October 2019-29 February 2020February 2020Mid-June 2020 End-June-Mid-July 2020August 2020August 2020  | Q3 2020 |
| EC26 | Technical support to RAASR Action Team in preparation of input papers for 2020 Structural Reform Ministers’ Meeting | EC | Review TOR for consultants✓Review proposal submission by consultantsReview first draft input papersReview second draft input papersReview final draft input papers | December 2019January 2020February 2020April 2020July 2020 | Q3 2020 |
| SCE2 | APEC Case Studies on Inclusive Policies | SCE | Key Contributing Economies to submit case studies Project Update at SCE1Submission of Draft Case StudiesSubmission of Final Case Studies to SCE3  | 8 October 2019-15 February 2020February 2020 June 2020August 2020 | Q3 2020 |
| SMEWG2 | Overview of the SME Sector in the APEC Region: Key Issues on Market Access and Internationalization | SMEWG | Presentation of Progress Report to SMEWG✓Submission of First Draft Report✓Submission of Draft Final ReportSubmission of Final Report | 3-4 September 2019November 2019March 2020May 2020 | Q2 2020 |
| SOM21 | Assessment of APEC Strategy for Strengthening Quality Growth | SOMAMMAELM  | Submission & presentation of draft assessment plan to SOM2✓ Submision of final assessment plan & questionnaires to SOM✓Economies to submit completed questionnairesProject Update at SOM2 Submission of Draft Report Submission of Final Report  | 15-16 May 2019 15 July 201926 September 2019-15 March 2020April 2020 June-August 2020August 2020 | Q3 2020 |
| SOM22  | APEC Connectivity Blueprint: Mid-term Review  | SOM AMM | Submission & presentation of draft framework to SOM3✓ Submission of final framework to SOM✓ Economies to submit case studies & surveys Submission of Preliminary Report Submission of Draft Final ReportSubmission of Final Report | August 2019 25 October 2019 February 2020April 2020August 2020November 2020  | Q4 2020 |
| SOM23 | APEC’s Bogor Goals: Final Assessment  | CTISOMAMM  | Economies to submit IAPs and fact sheet templatePreparation of First Draft ReportSubmission of First Draft Report for reviewSubmission of Revised Draft Report to SOM3Submission of Final Report to CSOM | 7 February 2020 February-May 2020May 2020 August 2020November 2020 | Q4 2020 |
| **Current Projects: Ongoing** |
| 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 ([statistics.apec.org](http://statistics.apec.org/)):* Key Indicators Database
* Bilateral Linkages Database
 | Member Economies | Beginning July 2010, release of StatsAPEC website (optimization for mobile devices since August 2013) Beginning 2011, biannual data updates:* First update
* Second update
 | June 2020December 2020 | Ongoing |
| PSU11 | PSU Policy Briefs | Member Economies | Policy Briefs on pertinent policy relevant issues  | On needs basis | Ongoing |
| PSU31 | APEC in Charts  | SOMAMM | Beginning 2013, annual publication for AMM✓ | November 2020 | Ongoing |
| PSU32 | APEC Regional Trends Analysis  | SOMMRT AMM | Beginning 2016, biannual reports:* First report
* Second report
 | April 2020November 2020 | Ongoing |
| SOM17 | Support to APEC Services Competitiveness Roadmap | GOSCTISOM | Support development of services data & statistics to measure & support implementation of Roadmap; and work with fora responsible for APEC-wide actions to identify possible statistics to measure progress | As required | 2025 |
| **Collaboration Matters** |
|  | Establish relationships with other international & research fora, and more formalized collaboration, possible joint research and information sharing arrangements where suitable | - | Establish & maintain contacts with ADB, ADBI, ASEAN, ERIA, IMF, PECC, UNCTAD, UNESCAP, WB, WEF, WTO, etcEstablish information sharing arrangements & undertake joint work as appropriate Implement PSU-OECD MOU 2018-2021  | Ongoing | Ongoing |
| **Communication Matters** |
|  | Publications | - | Beginning 2012, annual publication of Research Outcomes: Summary of Research Projects Publication of PSU projects above | Ongoing | Ongoing |
|  | Outreach  | - | Participate in internal/external events & briefings to visiting delegations Beginning 2012, prepare electronic mailer  | Ongoing | Ongoing |
|  | Online and social media  | - | Maintain & update contents in [PSU webpages](http://www.apec.org/About-Us/Policy-Support-Unit.aspx)Tap on APEC social media channels  | Ongoing | Ongoing |
|  | Media activities | - | Prepare news releases Participate in media interviews & news briefings | Ongoing | Ongoing |
|  | Infographics and articles | - | Prepare infographics and articles  | 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 auditOngoingOngoing  | Bi-annuallyAnnuallyAfter each meetingOngoing |