| **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 2019  26-27 August 2019  End-November 2019  January 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 Report  Submission of Interim Report  Submission of Draft Final Report  Submission of Final Report | March 2020  June 2020 September 2020  November 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 template  Project update at EC1  Submission of First Draft Report  Submission of Revised Draft Report  Submission of Final Report to EC2  Submission of Final Report to SRMM | October 2019  2 October 2019-29 February 2020  February 2020  Mid-June 2020  End-June-Mid-July 2020  August 2020  August 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 consultants  Review first draft input papers  Review second draft input papers  Review final draft input papers | December 2019  January 2020  February 2020  April 2020  July 2020 | Q3 2020 |
| SCE2 | APEC Case Studies on Inclusive Policies | SCE | Key Contributing Economies to submit case studies  Project Update at SCE1  Submission of Draft Case Studies  Submission of Final Case Studies to SCE3 | 8 October 2019-15 February 2020  February 2020  June 2020  August 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 Report  Submission of Final Report | 3-4 September 2019  November 2019  March 2020  May 2020 | Q2 2020 |
| SOM21 | Assessment of APEC Strategy for Strengthening Quality Growth | SOM AMM  AELM | Submission & presentation of draft assessment plan to SOM2✓  Submision of final assessment plan & questionnaires to SOM✓  Economies to submit completed questionnaires  Project Update at SOM2  Submission of Draft Report  Submission of Final Report | 15-16 May 2019  15 July 2019  26 September 2019-15 March 2020  April 2020  June-August 2020  August 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 Report  Submission of Final Report | August 2019  25 October 2019  February 2020  April 2020  August 2020  November 2020 | Q4 2020 |
| SOM23 | APEC’s Bogor Goals: Final Assessment | CTI  SOM AMM | Economies to submit IAPs and fact sheet template  Preparation of First Draft Report  Submission of First Draft Report for review  Submission of Revised Draft Report to SOM3  Submission of Final Report to CSOM | 7 February 2020  February-May 2020  May 2020  August 2020  November 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 2020  December 2020 | Ongoing |
| PSU11 | PSU Policy Briefs | Member Economies | Policy Briefs on pertinent policy relevant issues | On needs basis | Ongoing |
| PSU31 | APEC in Charts | SOM  AMM | Beginning 2013, annual publication for AMM✓ | November 2020 | Ongoing |
| PSU32 | APEC Regional Trends Analysis | SOM  MRT  AMM | Beginning 2016, biannual reports:   * First report * Second report | April 2020  November 2020 | Ongoing |
| SOM17 | Support to APEC Services Competitiveness Roadmap | GOS  CTI SOM | 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, etc  Establish 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 Board  SOM | Prepare a concise half-year evaluation report for the Board on work undertaken and expenditure and commitments  As 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 year  The Board will regularly report the outcomes of its meetings to SOM  The PSU Director will regularly report on its activities to the Executive Director of the Secretariat | January and July to report on previous 6 month period  As soon as practicable after audit  Ongoing  Ongoing | Bi-annually  Annually  After each meeting  Ongoing |