| **ID** | **Name** | **Stakeholders** | **Action** | **Future Milestones** | **Due** |
| --- | --- | --- | --- | --- | --- |
| **Current Projects: Discrete** |
| CTI48 | Taking Forward the Lima Declaration on the Free Trade Area of Asia-Pacific (FTAAP) - Study on Tariffs | CTI | Submission of Progress Report 1 to CTI3 2018✓Submission of Progress Report 2 to CTI1✓ Submission of Progress Report 3 to CTI2✓ Submission of Final Synthesis Report to CTI3✓  | 15-16 August 2018February 2019May 201931 July 2019 | Q3 2019 |
| CTI50 | Peer Review and Capacity Building on APEC Infrastructure Development and Investment (Reviewed Economy: Indonesia) | CTI | Establishment of review team✓Submission of Inception Report✓Review visits✓Conduct document based review & interviews✓Submission of Progress Report✓Submission of Draft Final Report Submission of Final Report | October 2018December 2018January-July 2019November 2018-July 2019End-April 2019August 2019September 2019 | Q3 2019 |
| CTI51 | APEC’s Bogor Goals Dashboard 2019 | CTI SOM | Submission of Draft DashboardSubmission of Final Dashboard | October 2019November 2019 | Q4 2019 |
| CTI52 | Trends and Developments in Provisions and Outcomes of RTA/FTAs Implemented in 2018 by APEC Economies | CTI  | Project update at CTI1✓Submission and Presentation of Draft Report to CTI3Submission of Final Report  | 3-4 March 201926-27 August 2019September 2019 | Q3 2019 |
| CTI53 | Mid-term review of the APEC Supply-Chain Connectivity Framework Action Plan Phase II (SCFAP-II) | CTI  | Submission of Draft Final Report to CTI3Submission of Final Report to CSOM | August 2019November 2019 | Q4 2019 |
| EC23 | 2019 APEC Economic Policy Report (AEPR): Structural Reform and Digital Economy | ECFMP | Consultant appointment✓Deadline for economies to submit IERs & case studies Synthesize IERs and review case studies Submission of first draft of main report Revision of first draft of main report Submission of final main report Endorsement by EC, SFOMSubmission to CSOM, AMM | May 201931 May 2019June 20195 August 2019September 2019September-October 2019October 2019November 2019 | Q4 2019 |
| EC24 | Structural Reform Measures to Improve Women’s Access to Labor Markets, Finance, and Capital | ECPPWE | Consultant appointment✓Submission of Inception Report✓Submission of Draft Report✓Submission of Draft Final Report Submission of Final Report Presentation of Final Report at PPWE 2 | June 201921 June 201926 July 201928 August 201916 September 201930 September-1 October 2019 | Q4 2019 |
| IEG3  | Investment Facilitation Action Plan (IFAP) Implementation Progress 2017-2018 | IEG | Project update at IEG1✓ Submission of Draft Report to IEG2 Submission of Final Report | 23-24 February 201923 August 2019September 2019 | Q3 2019 |
| OFWG1 | Compendium of preventive measures and policies that APEC economies are taking to reduce land-based marine debris | OFWG | Submission of inputs by OFWG focal points Submission of Draft Report to OFWG Submission of Final Report | August 201920-21 August 2019November 2019 | Q4 2019 |
| PPFS1 | Insights on the Regulatory Environment within APEC Economies and Its Impact on Trade in Services in Food Value Chains | PPFSGOS | Completion of Progress Report✓ Presentation of Progress Report✓ Submission of Draft Final Report✓Completion and presentation of Final Report  | February 201923-24 February 201930 July 201919-20 August 2019 | Q3 2019 |
| PPWE3 | The APEC Women and the Economy Dashboard 2019 | PPWESOM | Submission of Draft Dashboard✓Submission of Comments & Data by Economies✓Submission of Final Dashboard | May 2019 June 2019August 2019 | Q3 2019 |
| SFOM4 | Technical Support to Capacity Building Package on Advancing Financial Inclusion in APEC Economies | SFOM | Submission of Draft Summary Report✓Submission of Final Summary Report✓Submission of Draft Synthesis ReportSubmission of Final Synthesis Report | January 2019Mid-February 2019Mid-September 2019Early October 2019 | Q4 2019 |
| SMEWG2 | Overview of the SME Sector in the APEC Region: Key Issues on Market Access and Internationalization | SMEWG | Presentation of Progress Report to SMEWGSubmission of First Draft ReportSubmission of Draft Final ReportSubmission of Final Report | 3-4 September 2019October 2019March 2020May 2020 | Q2 2020 |
| SOM21 | Assessment of APEC Strategy for Strengthening Quality Growth | SOMAMMAELM  | Submission & presentation of draft assessment plan✓ Submision of final assessment plan to SOM✓Implementation of assessment plan  | 15-16 May 2019 15 July 2019September 2019-2020 | 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 2019December 2019 | 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 2019 | Ongoing |
| PSU32 | APEC Regional Trends Analysis  | SOMMRT AMM | Beginning 2016, biannual reports:* [First report](https://www.apec.org/Publications/2019/05/APEC-Regional-Trends-Analysis---APEC-at-30)✓
* Second report
 | May 2019November 2019 | 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 |
| **Completed Projects** |
| CTI46 | Fostering an Enabling Policy and Regulatory Environment in APEC for Data-Utilizing Businesses | CTI | [Report distributed – July 2019](https://www.apec.org/Publications/2019/07/Fostering-an-Enabling-Policy-and-Regulatory-Environment-in-APEC-for-Data-Utilizing-Businesses)Accessed: 700 times | - | Done |
| EC22 | APEC’s Ease of Doing Business (EoDB) 2016-2018: Final Assessment | ECSOM | - | - | Done |
| HRDWG1 | Technical support to APEC project on Sharing and reporting labour market information in the APEC region | HRDWG | Labour Mobility and Labour Market Data: A Baseline Study of APEC Economies (prepared by ILO, Regional Office for Asia and the Pacific)  | - | Done |
| PSU11 | PSU Policy Briefs | Member Economies | [Trade Facilitation in APEC: Progress and Impact (No. 25, January 2019)](https://www.apec.org/Publications/2019/01/Trade-Facilitation-in-APEC--Progress-and-Impact)Accessed: 2,340 times[Recognising Sustainability in Tourism (No. 26, February 2019)](https://www.apec.org/Publications/2019/02/Recognising-Sustainability-in-Tourism) Accessed: 1,770 times[Customs Cooperation in APEC: Strengthening Regional Cooperation](https://www.apec.org/Publications/2019/08/Customs-Cooperation-in-APEC--Strengthening-Regional-Cooperation)Accessed: 10 | Ongoing  | Done |
| PSU32 | APEC Regional Trends Analysis  | SOMMRT AMM | [May 2019 Issue: APEC at 30 – A Region in Constant Change](https://www.apec.org/Publications/2019/05/APEC-Regional-Trends-Analysis---APEC-at-30) Accessed: 5,460 times | Ongoing | Ongoing |
| SOM20 | Technical support in preparing input toward the APEC Vision Group Report | AVG  | APEC Vision Group Report and Recommendations (Draft 0, 14 January 2019) | - | Done |
| **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](https://www.apec.org/Publications/2019/05/Research-Outcomes---Summary-of-Research-Projects-2018)✓ 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 releasesParticipate in media/video interviews & news briefings | Ongoing | Ongoing |
|  | Infographics | - | Prepare infographics ([The Potential of Remote Areas](https://www.apec.org/Press/Infographics/20190411_remote); [A Delicate Balancing Act](https://www.apec.org/Press/Infographics/20190515_Growth); [APEC at 30](https://www.apec.org/Press/Infographics/20190515_30); [Should We Enable or Regulate Data Use by Business?](https://www.apec.org/Press/Infographics/20190722_Data)) | 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 |