| **ID** | **Name** | **Stakeholders** | **Action** | **Future Milestones** | **Due** |
| --- | --- | --- | --- | --- | --- |
| **Current Projects: Discrete** | | | | | |
| 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 2016 December 2016  May 2017  Q1 2018  Q1 2018 | Q1 2018 |
| 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 visits  Conduct document based review & interviews  Submission of Progress Report Submission of Draft Final Report  Submission of Final Report | 16 May 2017  May 2017  September 2017-January 2018  September 2017-January 2018  January 2018  Q1 2018  Q1 2018 | Q1 2018 |
| CTI42 | Bogor Goals Progress Report – IAP Peer Review Process 2018 | CTI  SOM | Submission of IAP Templates by members  Preparation of Progress Reports  Submission of Draft Progress Reports for review  Discussion & Presentation of Draft Progress Reports  Submission of Revised Progress Reports to SOM3  Submission of Final Reports to CSOM | 19 January 2018  End-January-End April 2018  End-April 2018  May 2018  August 2018  November 2018 | Q4 2018 |
| CTI43 | Trends and Developments in Provisions and Outcomes of RTA/FTAs Implemented in 2017 by APEC Economies | CTI | Project update at CTI1 Submission and Presentation of Draft Report to CTI2  Submission of Final Report | End-February 2018 May 2018  August 2018 | Q3 2018 |
| EC19 | Mid-Term Review on Renewed APEC Agenda for Structural Reform (RAASR) | EC | Update on work done intersessionally at EC1  Deadline for economies to submit completed review template  Circulation of Draft Report  Circulation of Draft Final Report  Submission of Final Report at EC2  Submission of Final Report at HLSROM | February-March 2018  28 February 2018  Mid-June 2018  Mid-July 2018  August 2018  August 2018 | Q3 2018 |
| EC20 | APEC’s Ease of Doing Business: Interim Assessment 2016-2017 | EC | Presentation of Preliminary Results and Submission of Draft Report at EC1  Submission of Final Report to EC2 | End-February 2018  August 2018 | Q3 2018 |
| 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✓  Submission of Draft Final Report to SCSC✓  Submission of Final Report | 9 November 2016  December 2016  20-21 February 2017  August 2017  August 2017  November 2017  Q1 2018 | Q1 2018 |
| SOM17 | Case Studies on Addressing Connectivity Challenges in APEC Economies | SOM | Submission of Inception Report Submission of Progress Report  Submission of Draft Final Report  Submission of Final Report | January 2018  TBC  TBC  TBC | Q4 2018 |
| **Current Projects: Ongoing** | | | | | |
| EC1 | Research on key elements on Structural Reform | EC  SRMM | Liaise with EC to identify particular research topics | As required | As required |
| EC4 | Voluntary reviews | EC  Participating Economies | Complete PSU role in assisting economies in undertaking reviews  Exploratory meeting with Indonesia’s MoF (14 May 2010✓ | 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 Board  Member Economies | Release of StatsAPEC website✓  Optimization of StatsAPEC for mobile devices✓  Beginning 2011, biannual data updates:   * First update * Second update | 1 July 2010  August 2013  June 2018  December 2018 | 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 2018 | SOM  AMM | Beginning 2013, annual publication for AMM | November 2018 | Ongoing |
| PSU28 | APEC Regional Trends Analysis | CTI EC  SOM  AMM | Beginning 2016, biannual reports:   * First report * Second report | May 2018  November 2018 | Ongoing |
| SOM16 | Support to APEC Services Competitiveness Roadmap | SOM  CTI GOS | 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 | As required | 2025 |
| **Collaboration Matters** | | | | | |
|  | Increasing relationships with other international & research fora, and seeking to establish more formalized collaboration, possible joint research & information sharing arrangements where suitable | ASEAN, ADB, ERIA, IMF, OECD, PECC, WB, etc. | Establish ongoing contacts with ADB, ADBI, ASEAN, ERIA, IMF, OECD, PECC, UNCTAD, WB, WEF, WTO, etc  Establish contacts & information sharing arrangements  Undertake joint work as appropriate  Avoid duplication of effort | Ongoing | Ongoing |
| **Communication Matters** | | | | | |
|  | Research Outcomes: Summary of Research Projects 2017 | APEC Stakeholders | Beginning 2012, annual publication | Ongoing | Ongoing |
|  | Electronic mailer | APEC Stakeholders | Beginning 2012, electronic mailer for mailing list | Ongoing | Ongoing |
|  | Media activities | APEC Stakeholders | Prepare news releases  Participate 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 |
|  | Infographics | APEC Stakeholders | Develop infographics | 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 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 | Bi-annually  Annually  After each meeting  Ongoing |