| **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 2016December 2016May 2017Q1 2018Q1 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 visitsConduct document based review & interviewsSubmission of Progress ReportSubmission of Draft Final Report Submission of Final Report | 16 May 2017May 2017September 2017-January 2018September 2017-January 2018January 2018Q1 2018Q1 2018 | Q1 2018 |
| CTI42 | Bogor Goals Progress Report – IAP Peer Review Process 2018 | CTISOM | Submission of IAP Templates by membersPreparation of Progress ReportsSubmission of Draft Progress Reports for reviewDiscussion & Presentation of Draft Progress ReportsSubmission of Revised Progress Reports to SOM3 Submission of Final Reports to CSOM | 19 January 2018End-January-End April 2018End-April 2018May 2018August 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 CTI1Submission and Presentation of Draft Report to CTI2Submission of Final Report  | End-February 2018May 2018August 2018 | Q3 2018 |
| EC19 | Mid-Term Review on Renewed APEC Agenda for Structural Reform (RAASR) | EC | Update on work done intersessionally at EC1Deadline for economies to submit completed review templateCirculation of Draft ReportCirculation of Draft Final ReportSubmission of Final Report at EC2Submission of Final Report at HLSROM | February-March 201828 February 2018Mid-June 2018Mid-July 2018August 2018August 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 EC1Submission of Final Report to EC2 | End-February 2018August 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 2016December 201620-21 February 2017August 2017August 2017November 2017Q1 2018 | Q1 2018 |
| SOM17 | Case Studies on Addressing Connectivity Challenges in APEC Economies | SOM | Submission of Inception ReportSubmission of Progress ReportSubmission of Draft Final Report Submission of Final Report | January 2018TBCTBCTBC | 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 | ECParticipating Economies | Complete PSU role in assisting economies in undertaking reviewsExploratory 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 BoardMember Economies | Release of StatsAPEC website✓Optimization of StatsAPEC for mobile devices✓Beginning 2011, biannual data updates:* First update
* Second update
 | 1 July 2010August 2013June 2018December 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 | SOMAMM | Beginning 2013, annual publication for AMM | November 2018 | Ongoing |
| PSU28 | APEC Regional Trends Analysis  | CTIECSOMAMM | Beginning 2016, biannual reports:* First report
* Second report
 | May 2018November 2018 | 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 | 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, etcEstablish 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 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 |
|  | 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 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 |