| **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  May 2018  Q2 2018 | Q2 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✓  Deadline for comments on Draft Progress Reports  Submission of Revised Progress Reports to SOM3  Submission of Final Reports to CSOM | 4 April 2018  End-January-Mid May 2018  Mid-May 2018  23-24 May 2018  13 June 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 CTI3  Submission of Final Report | 4-5 March 2018 August 2018  September 2018 | Q3 2018 |
| CTI44 | Fostering an Enabling Policy and Regulatory Environment in APEC for Data-Utilizing Businesses | CTI | Submission of Inception Report  Submission of Progress Report to CTI3  Submission of Interim Report  Submission of Draft Final Report to CTI1 2019  Submission of Final Report to CTI2 2019 | Mid-June 2018  Early September 2018  Early November 2018  Early February 2019  Mid-April 2019 | Q2 2019 |
| CTI45 | Technical Support in preparing Report on Progress of FTAAP to Leaders | CTI | Submission of Draft Report to CTI Chair | Mid-July 2018 | Q3 2018 |
| CTI46 | 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 2019  Submission of Progress Report 3 to CTI2 2019  Submission of Final Synthesis Report to CTI3 2019 | Mid-August 2018  February 2019  May 2019  August 2019 | Q3 2019 |
| EC19 | Mid-Term Review on Renewed APEC Agenda for Structural Reform (RAASR) | EC | Submission of Review Templates by members  Update on work done intersessionally at EC1✓  Circulation of Draft Report  Circulation of Draft Final Report  Submission of Final Report at EC2  Submission of Final Report at HLSROM | 28 February 2018  5-6 March 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 | 5-6 March 2018  August 2018 | Q3 2018 |
| EC21 | 2018 APEC Economic Policy Report (AEPR): Structural Reform and Infrastructure | EC | Contractual negotiations & consultant appointment✓  Literature review & data analysis for Parts 1 & 2✓  Deadline for economies to submit IER & case studies✓  Review ABAC report✓  Synthesize IERs and review case studies  Submission of first draft of Parts 1 & 2 to Core Team  Revision of first draft of Parts 1 & 2  Submission of final Parts 1 & 2 to Core Team  Endorsement by EC, SFOM  Submission to CSOM, AMM | April 2018  March-May 2018  End-April 2018  May 2018  June 2018  Mid-June 2018  Early July 2018  End-July 2018  August,October 2018  November 2018 | Q4 2018 |
| SOM17 | Case Studies on Addressing Connectivity Challenges in APEC Economies | SOM | Submission of Inception Report✓ Submission of proposed case studies by members✓  Project update at SOM2✓  Submission of Draft Final Report at SOM3  Submission of Final Report | 1 February 2018  30 April 2018  23-24 May 2018  August 2018  November 2018 | Q4 2018 |
| SCE1 | Development and Integration of Remote Areas in the APEC Region | SCE  SOM | Interim report/update to SCE✓  Submission of Draft Final Report to SCE  Revision of Draft Final Report  Presentation of Final Report to SCE (SOM3) | 20 May 2018  July 2018  July-August 2018  August 2018 | Q3 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](https://www.apec.org/Publications/2018/05/APEC-Regional-Trends-Analysis)✓ * 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 APEC-wide actions to identify possible statistics to measure progress | As required | 2025 |
| **Completed Projects** | | | | | |
| CTI41 | Peer Review and Capacity Building on APEC Infrastructure Development and Investment: Viet Nam | CTI | [Report distributed – May 2018](https://www.apec.org/Publications/2018/05/Peer-Review-and-Capacity-Building-on-APEC-Infrastructure-Development-and-Investment---Viet-Nam)  Accessed: 50 times | - | Done |
| PSU11 | PSU Policy Briefs | SOM  Member Economies | [Identifying Green, Sustainable and Innovative MSMEs in APEC (No. 19, January 2018)](https://www.apec.org/Publications/2018/02/Identifying-Green-Sustainable-and-Innovative-MSMEs-in-APEC)  Accessed: 3,000 times  [Globalization, Inclusion, and E-Commerce: APEC Agenda for SMEs (No. 20, February 2018)](https://www.apec.org/Publications/2018/02/Globalization-Inclusion-and-E-Commerce---APEC-Agenda-for-SMEs)  Accessed: 3,040times  [Services and the Food System (No. 21, May 2018)](https://www.apec.org/Publications/2018/05/Services-and-the-Food-System)  Accessed: 400 times | Ongoing | Done |
| PSU28 | APEC Regional Trends Analysis | CTI EC  SOM  AMM | [May 2018 Issue: Trade, Policy, and the Pursuit of Inclusion](https://www.apec.org/Publications/2018/05/APEC-Regional-Trends-Analysis)  Accessed: 1,500 times | Ongoing | Ongoing |
| SCSC2 | Developing Indicators to Assess the Strength of Standards and Conformance Infrastructure in APEC | SCSC | [Report distributed – April 2018](https://www.apec.org/Publications/2018/04/Developing-Indicators-to-Assess-the-Strength-of-Standards-and-Conformance-Infrastructure-in-APEC)  Accessed: 770 times | - | Done |
| **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](https://www.apec.org/Publications/2018/05/Research-Outcomes---Summary-of-Research-Projects-2017)✓  Accessed: 450 times | 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  Ongoing  Ongoing | Bi-annually  Annually  After each meeting  Ongoing |
|  | Performance Framework | PSU Board | Submission of Inception Report✓  Consultations  Submission of Draft Report  Presentation to PSU Board  Submission of Draft Final Report  Finalization of Report | 19 April 2018  4-8 June 2018  End-July 2018  August 2018  September 2018  October 2018 | Q3 2018 |