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**2024/SOM1/002**  
Session: 5.3

## **Policy Support Unit Work Program as at 1 February 2024**

Purpose: Information  
Submitted by: Policy Support Unit, APEC Secretariat  
Forum Doc. No.: 2024/SOM1/PSU/BM45/008



**First Senior Officials' Meeting**  
Lima, Peru  
7-8 March 2024

**PSU Work Program as at 1 February 2024**

ID	Name	Stakeholders	Action	Future Milestones	Due
<b>Current Projects: Discrete</b>					
CTI63	Peer Review and Capacity Building on APEC Infrastructure Development and Investment (Reviewed Economy: Chile)	CTI	Establishment of review team✓ Submission of Inception Report✓ Conduct document-based review, interviews & review visits✓ Submission of Progress Report✓ Submission of Draft Final Report Submission of Final Report	26 July 2023 1 September 2023 August 2023-January 2024  January 2024 February 2024 April 2024	Q2 2024
CTI64	A New Look at the Free Trade Area of the Asia-Pacific (FTAAP): Review of Work in Support of the APEC's FTAAP Agenda	CTI	Submission of Draft Review✓ Submission of Final Review	January 2024 February 2024	Q1 2024
CTI65	A New Look at the Free Trade Area of the Asia-Pacific (FTAAP): Study on Convergences and Divergences of Free Trade Agreements in the APEC Region	CTI	Submission of Inception Report✓ Submission of First Draft Report✓ Submission of Second Draft Report✓ Submission Draft Final Report Submission Final Report	September 2023 October 2023 November 2023 February 2024 March 2024	Q1 2024
CTI66	Promoting the Utilization of Paperless Trade Platforms in the Post COVID 19 Era	CTI	Submission of Inception Report✓ Submission of Progress Report Submission of Draft Report Submission of Final Report	December 2023 February 2024 March 2024 June 2024	Q2 2024
CTI67	APEC Supply-Chain Connectivity Framework Action Plan 2022-2026 (SCFAP III): Mid-term Assessment	CTI	Submission of Progress Report Submission of Draft Final Report Submission of Final Report	May 2024 August 2024 September 2024	Q3 2024
EC34	2024 APEC Economic Policy Report: Structural Reform and Financial Inclusion	EC	Consultant appointment Economies to submit IERs & case studies Submission of first draft of main report Submission of second draft of main report Submission of final main report Endorsement by EC Submission to CSOM	February 2024 April 2024 June 2024 August 2024 September 2024 October 2024 October 2024	Q4 2024
GOS4	Monitoring Pandemic Recovery Under the APEC Services Competitiveness Roadmap (ASCR)	GOS SOM	Presentation of Preliminary Results Submission of Draft Report Submission of Final Report	May 2024 June 2024 August-September 2024	Q3 2024

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SMEWG3	Issues Paper on Enhancing MSME Data Interoperability in the APEC Region	SMEWG	Submission of Preliminary Report Submission of Draft Report Submission of Final Report	May 2024 July 2024 September 2024	Q3 2024
<b>Current Projects: Ongoing</b>					
EC29	EAASR Sub-fund Assessment Group	EC	Beginning January 2022, participate as member to provide advice on concept notes	As required	As required
PSU1 PSU2 PSU40	StatsAPEC ( <a href="https://statistics.apec.org">statistics.apec.org</a> ): • Key Indicators Database • Bilateral Linkages Database	Member Economies	Released July 2010; optimized for mobile devices 2013; reskinned 2020. • Biannual data updates • Revamp of portal	June, December 2024 November 2024	Ongoing
PSU11	PSU Policy Briefs	Member Economies	Policy Briefs on pertinent policy relevant issues	On needs basis	Ongoing
PSU38	APEC in Charts	SOM AMM	Beginning 2013, annual publication for AMM	November 2024	Ongoing
PSU39	APEC Regional Trends Analysis	SOM MRT AMM	Beginning 2016, biannual reports; from 2021 two updates per year; from 2023 four issues per year	February, May, August, November 2024	Ongoing
SCE3	APEC Bio-Circular-Green (BCG) Award Selection Committee	SCE	Beginning 2023, participation of PSU Director in BCG Award selection committee	As required	As required
SOM17	Support to APEC Services Competitiveness Roadmap	GOS CTI SOM	Support development of services data & statistics to measure & support implementation of Roadmap: Work with fora responsible for APEC-wide actions to identify possible statistics to measure progress	As required	As required
SOM25	Support to Aotearoa Plan of Action, a plan for implementing APEC Putrajaya Vision	Committees SOM	As articulated in Aotearoa Plan of Action	As required	As required
<b>Completed Projects</b>					
CTI61	Research on How Economies Can Help Businesses Build and Maintain Open, Secure and Resilient Supply Chains	CTI	<a href="#">Report distributed - January 2024</a> Access: 60 times	-	Done
PSU11	PSU Policy Briefs	Member Economies	<a href="#">Unpacking Issues in the Gig Economy: Policy Approaches to Empower Women in APEC (No. 56, January 2024)</a> Accessed: 60 times	Ongoing	Done
<b>Collaboration Matters</b>					

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	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, AMRO, ASEAN, ERIA, IMF, OECD, PECC, UNCTAD, UNESCAP, WB, WEF, WTO, etc. Establish information sharing arrangements & undertake joint work as appropriate Implement Hinrich Foundation agreement 2023-2024	Ongoing	Ongoing
<b>Communication Matters</b>					
	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 delegations; prepare email newsletter	Ongoing	Ongoing
	Online and social media	-	Maintain & update contents in <a href="#">PSU webpages</a> Tap on APEC social media channels	Ongoing	Ongoing
	Media activities	-	Prepare & contribute to news releases Participate in media interviews & news briefings	Ongoing	Ongoing
	Communication materials	-	Prepare & contribute to infographics, blogs, articles and/or videos	Ongoing	Ongoing
<b>Management Matters</b>					
	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
	Human resource review	PSU Board	Propose implementation of and implement recommendations from human resource review	Ongoing	Ongoing