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## APPENDIX 1

### Draft Mechanism for drafting and editing

#### Collective Strategic Study on Issues Related to the Realization of the FTAAP<sup>1</sup>

Currently, APEC is drafting the Collective Strategic Study on Issues Related to the Realization of the FTAAP (hereinafter “Study”) following the Chapter Work Plans agreed at SOM3 with the aim to submit the final draft to Ministers Responsible for Trade (MRT) in 2016 and report to the Leaders along with any recommendations by AELM in 2016.

To ensure the transparency, objectiveness, consistency and inclusiveness of the Study, it is essential for members to abide by the editing mechanism as follows.

- 1) Substantial drafting to be kicked off after SOM3 following the Style Guide as attached;
- 2) Each chapter to be subject to reasonable length to keep the report concise while conveying the essential elements;
- 3) Any secondary documentation consulted in the drafting process to be appropriately referenced, through the use of footnotes, endnotes, or in a standalone bibliography as is relevant; Quotations as well as any claims or facts used in the chapter to be appropriately cited as well;
- 4) Lead Economies, as well as Co-Drafters for chapters to consult with each other, for consistency in the drafting process;
- 5) Economies to provide inputs/comments, if any, to Lead Economies for chapter for consideration in accordance with the Chapter Work Plans during the drafting process;
- 6) Lead Economy to seek consensus of the Core Drafting Group (hereinafter “CDG”) if

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<sup>1</sup>In case of discrepancy, the TOR shall prevail.

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Chapter Work Plan is to be substantially modified, with subsequent notification to the Task Force;

7) Economies, collectively or individually, to consult with ABAC, PECC, PSU or APEC Study Centers, where appropriate, in support of their drafting work;

8) Unresolved disagreements on the text of the various chapters to be submitted to the Co-conveners for possible resolution. In the interests of inclusiveness and transparency, Co-conveners will refer these issues to the broader CDG and Task Force, for their guidance. In the absence of consensus, Co-conveners may suggest alternative language to resolve issues of concern by consensus;

9) CDG to submit the first draft of Chapters 1-8 to Co-conveners for comments from the Task Force and for drafting of Chapter 9;

10) Co-conveners to consult with the Lead Economies and seek technical assistance from PSU for editing and proofing the final draft;

11) Any relevant stakeholders such as ABAC, PSU, PECC, or APEC Study Centers, as appropriate, to register their comments or inputs to Lead Economies or at various levels such as CDG, Task Force and FotC on FTAAP, complying with the established deadlines as agreed, while protecting the confidentiality of the study until all members agree to publicly release it;

12) Timelines in TOR to be observed for the purpose of timely conclusion of the Study.