



ANNUAL REPORT 2018

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Ladies and Gentlemen,

In 2018, we celebrated the 100th anniversary of Poland's regaining of independence. At that time, our young country had various standards in place, which were recognized by 3 different states. Thus, the issue of establishing a national standardization body became urgent. In 1924 – only 6 years after the restoring of independence – PKN was established, which coordinates the standardization system to this day.

Standards are one of the cornerstones of the functioning of the Single Market, and an important tool for removing barriers in commerce. This was a known fact from the very beginning of PKN's activities, and nowadays this conviction is even more evident in the building and strengthening of international relations.

In 2018, 25 years had passed since the creation of the European Single Market, which removed technical, legal, and bureaucratic barriers so that Europeans could freely trade and do business. Standards play a significant role in these operations. On the occasion of this anniversary (but not only), on 11 April 2018, at the PKN head office in Warsaw, a meeting was held between the Committee's management and Joaquim Nunes de Almeida – the Director from the European Commission's Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) who is in charge of Directorate B: Single Market Policy, Regulation and Implementation. During the meeting, J. Nunes de Almeida briefly presented the assumptions of the "Goods Package" proposed by the European Commission, intended to improve the functioning of the single market of goods. It contains two important objectives, namely, to improve compliance with and application of EU legislation that concerns products, and to improve and facilitate the application of the principle of mutual recognition within the Single Market. Director Nunes de Almeida was also interested in the operation of the standardization system in Poland, as well as the assessment of the functioning of the European and international standardization system by the management of PKN. The President of PKN expressed criticism about the European Commission's activities in the scope of the European standardization system, pointing to inconsistencies in the European Commission's activities.

Other events of last year, which I would like to draw your attention to, were the conclusion of the Cooperation Agreement with the Standardization Administration of China (SAC), as well as the Baltic Standards Forum.

The Cooperation Agreement between PKN and SAC provides for (among other things) cooperation between the parties in the process of harmonizing national standards with International Standards, in order to promote scientific and technical cooperation, reduce technical barriers in commerce, carry out joint works on the harmonization of national standards, as well as cooperation in the field of international standardization and exchange of information, coordination of positions, and mutual support in international and regional standardization organizations. This is the first Polish-Chinese agreement between the standardization bodies of the our countries.

On the other hand, the Baltic Standards Forum serves the purpose of exchanging experiences and best practices. The special guest of this year's meeting was Sergio Mujica, Secretary-General of ISO, who presented the strategy of the International Organization for Standardization (ISO) for the coming years. He emphasized the importance of the involvement of all the members in the development and success of this international organization. The challenges faced by ISO in the coming years will be, above all, to help developing countries, to support international trade even more, and to achieve sustainable development objectives through standards.

The essence of standardization from the 1920s is still valid today and in line with the current views. What is more, it is still open to the broadly-defined future and the continuous strengthening of international relations.

You can read about our other undertakings and all about our activities in the report.

Tomasz Schweitzer, PhD Eng

President of the Polish Committee for Standardization



Ladies and Gentlemen,

2018 was a jubilee year for Poland, because we celebrated the 100th anniversary of regaining the independence. After 123 years of political oblivion, Poland once again won its place on the maps of Europe.

It should be noted that the history of standardization itself is inextricably linked to political and economic events, unrestricted development of science, openness of minds, willingness to cross borders, and ability to respond to the needs of a changing reality.

In Poland, the creation of an institution dealing with standardization was undertaken only three years after independence was restored.

As a result of these activities, the Polish Committee for Standardization was established in 1924, and since then it still coordinates standardization works in Poland.

The Standardization Council – which, for many years, I have had the honour of presiding over – consistently supports the PKN in dissemination of the idea of standardization. We were pleased to report that PKN's activities related to organizing the "Standardization and Me" competition as well as the nationwide "Standardization at School" conference are being continued. Both these events, as well as other ones undertaken by PKN, are highly popular and their next editions are being planned. This shows that educating the young generation about the role of technical standards and standardization in everyday life makes sense.

It also makes sense to implement voluntary training on the basics of standardization and principles of work at Technical Bodies. The training is intended for secretaries and representatives of TB members free of charge, so that the persons who take up the position of secretary for the first time can have knowledge of the functioning of the standardization system.

Another pleasing fact is that PKN successfully finished developing the "Programme of voluntary certification of conformity of measuring indicators for city services and quality of life with the requirements of PN-ISO 37120". This gives Polish cities a chance to obtain a certificate which helps to stimulate their development and to do better strategic planning, which will benefit the whole society.

The initiatives undertaken by the PKN contribute to the growth of standardization awareness and involvement of our citizens in the co-creation and improvement of the Polish, European, and international standardization systems.

Without the independence won 100 years ago, such activities would not be possible.

Professor Stanisław Tkaczyk, PhD Eng

President of the PKN Standardization Council



PKN ACTIVITIES

PURPOSE

The purpose of the activities undertaken by PKN in the years 2014–2020 is:

- ▶ to strengthen PKN's position as an organization which coordinates and promotes the voluntary standardization system in Poland, and which objectively and efficiently organizes standardization work, providing high quality services to the Polish economy and society;
- ▶ to confirm PKN's status as an autonomous organization that is free from any influence;
- ▶ to actively participate in the activities of international and regional standardization organizations;
- ▶ to lay the foundations for the establishment of a virtual organization.

VISION

PKN to be regarded as a knowledge-based modern organization with a legal personality, well-known and respected in Poland and abroad, independent and open to the needs of the market and public administration, meeting the needs of users and providing high-quality services in a timely manner.

MISSION

To organize standardization work in accordance with the European and international solutions developed with the active cooperation from national experts, supporting the national technical policy in order to facilitate trade, ensure the competitiveness of Polish manufacturers, and to supply high-quality standardization products to all stakeholders within the agreed deadlines and in accordance with the needs of the market.

The strategic goals will be accomplished by executing specific tasks, including:

- ▶ changing PKN's legal status;
- ▶ promoting the benefits of standardization and inspiring communities to get involved in standardization work;
- ▶ building a positive image of PKN among its clients (including the promotion of the PN Conformity Mark);
- ▶ participating in the work of international and European standardization organizations;
- ▶ protecting PKN's copyrights;
- ▶ cementing the position of the PN Conformity Mark;
- ▶ enhancing PKN's image as a reputable employer;
- ▶ improving work organization and management tools, including the implementation of modern human resources management tools;
- ▶ launching a tele-work system for members of TBs by developing a formal and legal basis for the system;
- ▶ developing training capacity;
- ▶ using the resources effectively;
- ▶ executing "PKN's Strategy for Education on Standardization";
- ▶ executing "PKN's Computerization Strategy for the Years 2014–2018".

PKN ACTIVITIES

The management of PKN seeks to inform the public about the benefits of standardization and inspire communities to get involved in standardization work and to create favourable conditions for effective and autonomous work of the Technical Bodies. These tasks are achieved through a number of activities at different levels.

PKN has been continuously insisting that the transformation process of the standardization system in Poland be completed by means of a revision of the Standardization Act and transformation of PKN into an association. This work has not been completed so far. This adversely affects mainly the communities interested in participating in standardization, as the awareness of the role of standardization bodies remains unchanged. As a consequence, this has an adverse effect on the course of standardization work and its financing.

All these changes at PKN are primarily designed to improve and facilitate standardization work so it can respond to market needs. PKN attaches great importance to the principle of impartiality and autonomy of the Technical Bodies, so it tries and aims to avoid controlling the work of KT or financing standardization work.

Moreover, PKN consistently adheres to the principle of social justice. The costs of standardization cannot be shouldered by all taxpayers if only some of them benefit from its application. In the areas where standardization applies to the broadly-defined public security, it is reasonable that works and costs of works should be initiated and incurred by appropriate ministries. We keep informing the interested ministers that the budgets they have should be used to finance such works, as a voluntary standardization system is characterized by a decentralized financing arrangement.

EXTERNAL AUDIT of the Integrated Management System

Based on the 2018 internal audits, conformity of the Integrated Management System with the requirements of the following standards may be presumed:

- ▶ PN-EN ISO 9001:2015-10
- ▶ PN-ISO/IEC 27001:2014-12

An independent formal assessment was carried out by PCBC external auditors on 29–31 October 2018. It was the second supervisory audit combined for the first time with an assessment of the scope of conformity of the self-evaluation carried out by PKN with the "Guide on the organizational structure and processes for the assessment of the membership criteria of CEN and CENELEC" (ed. 4, 2018-01) as well as fulfilment of selected criteria for membership of CEN and CENELEC.

The auditors assessed the Integrated Management System implemented and maintained by PKN.

The audit confirmed that the Quality Management System and the Information Security Management System (for a randomly selected document and record sample) conforms with the requirements of PN-EN ISO 9001:2015-10 and PN-ISO/IEC 27001:2014-12, and is being continuously improved. The audit of the self-evaluation found that it had been carried out in accordance with the "Guide on the organizational structure and processes for the assessment of the membership criteria of CEN and CENELEC" and that the audited criteria for membership were fulfilled. No non-compliances were found in any of the audited areas. The auditors requested PCBC S.A. to maintain the validity of the Integrated Management System (IMS) certificate. On that basis, the Management Board of PCBC S.A. took a decision on maintaining the validity of the Integrated Management System certificate for PKN.

The auditors identified the following strong points:



awareness, development of skills, responsibility and involvement of the management and employees of PKN in maintaining and improving the IMS (including information security);



awareness, openness to changes (implementation of the GDPR, self-evaluation);



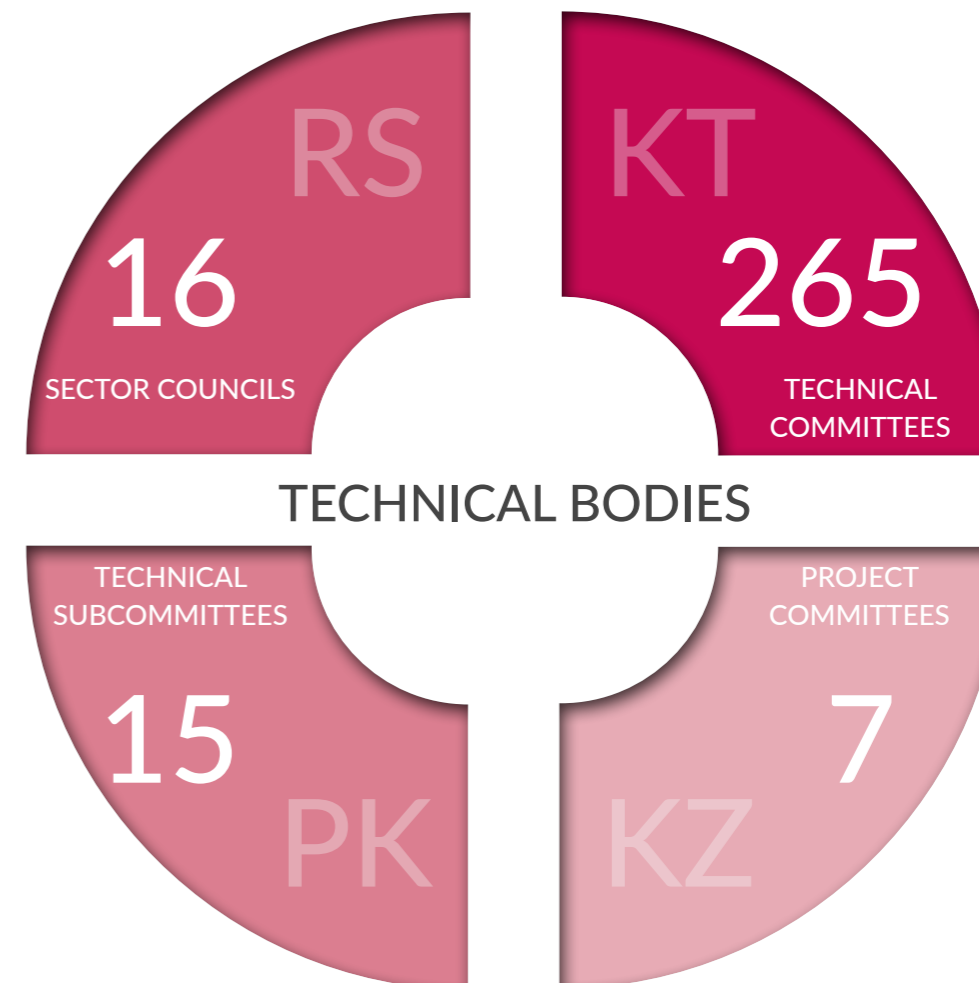
modification of the website.





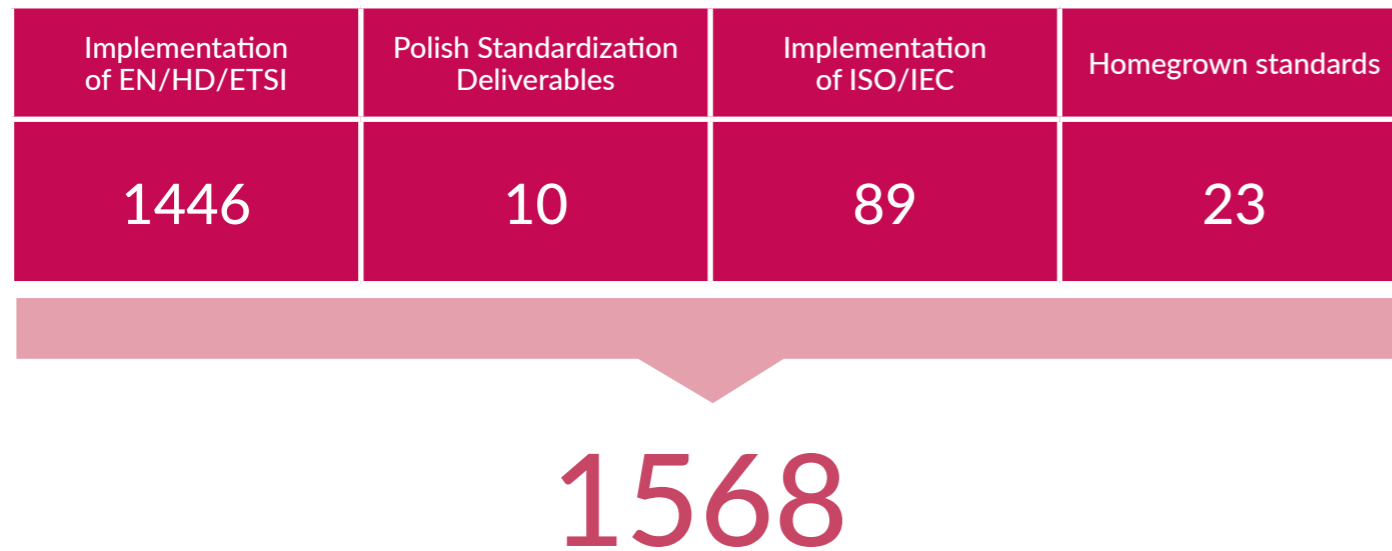
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TANDARDIZATION IN SECTORS



PKN in numbers

STANDARDIZATION DELIVERABLES PUBLISHED IN 2018

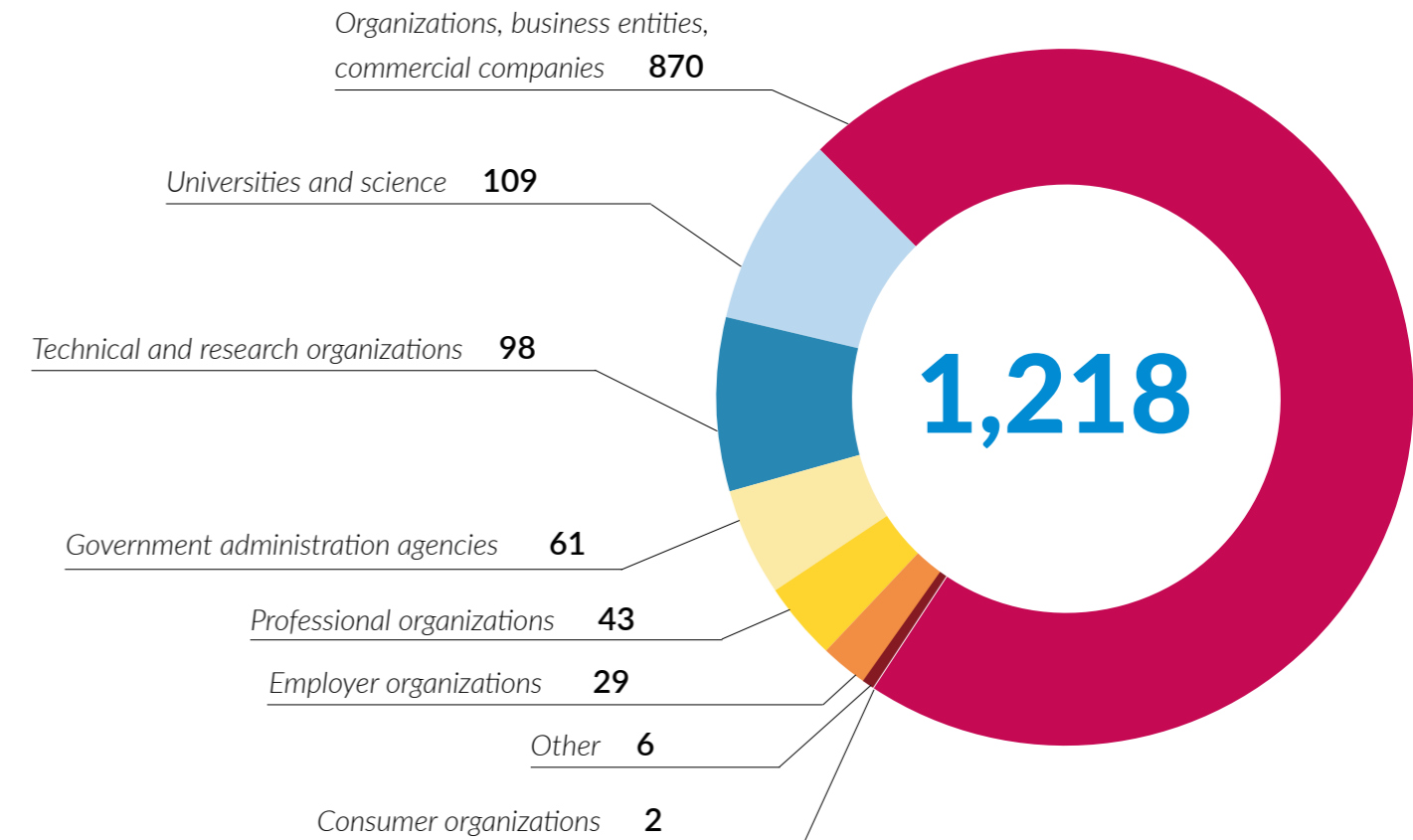


THE WHOLE SET OF STANDARDIZATION DELIVERABLES *

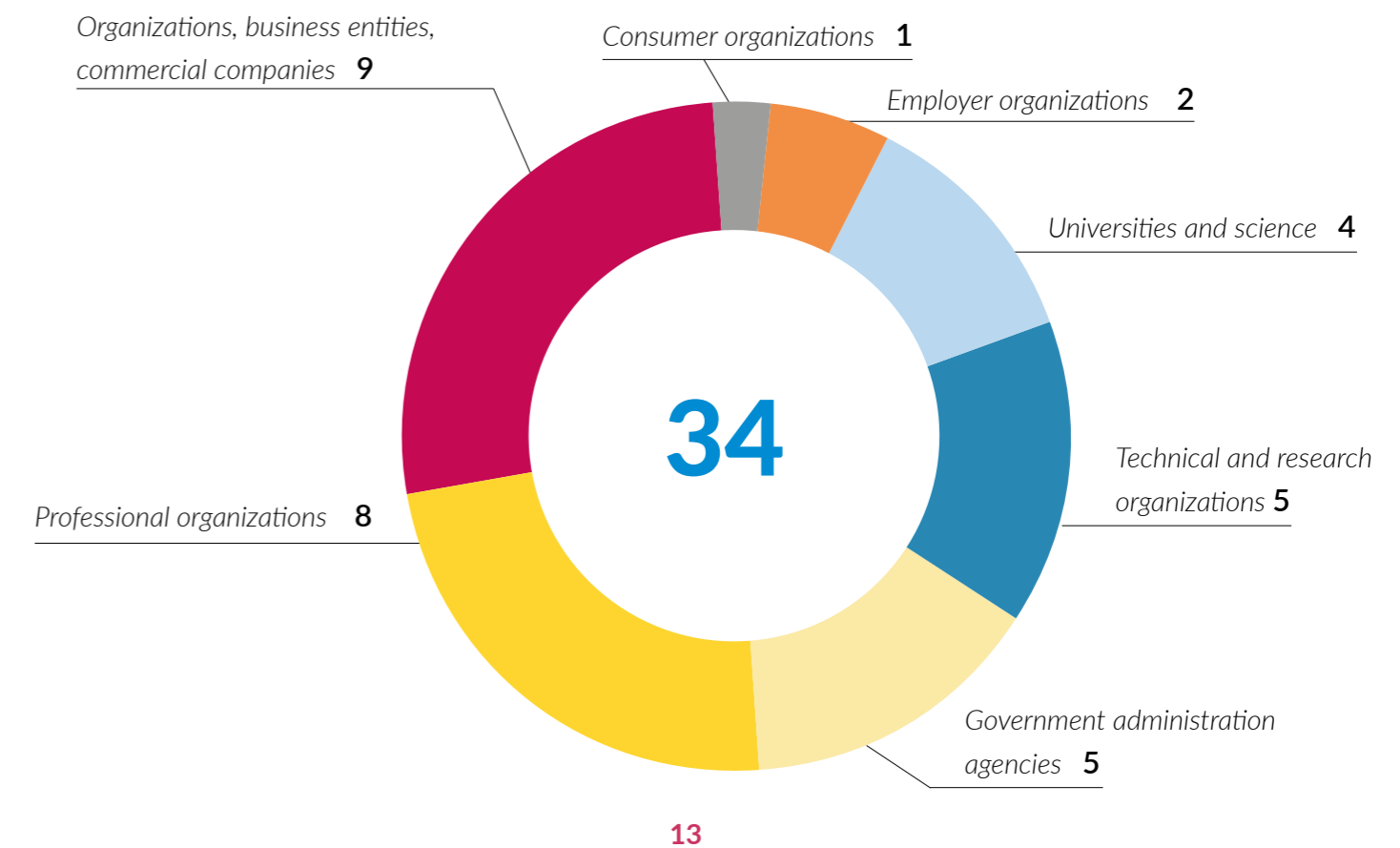


* as at 31/12/2018

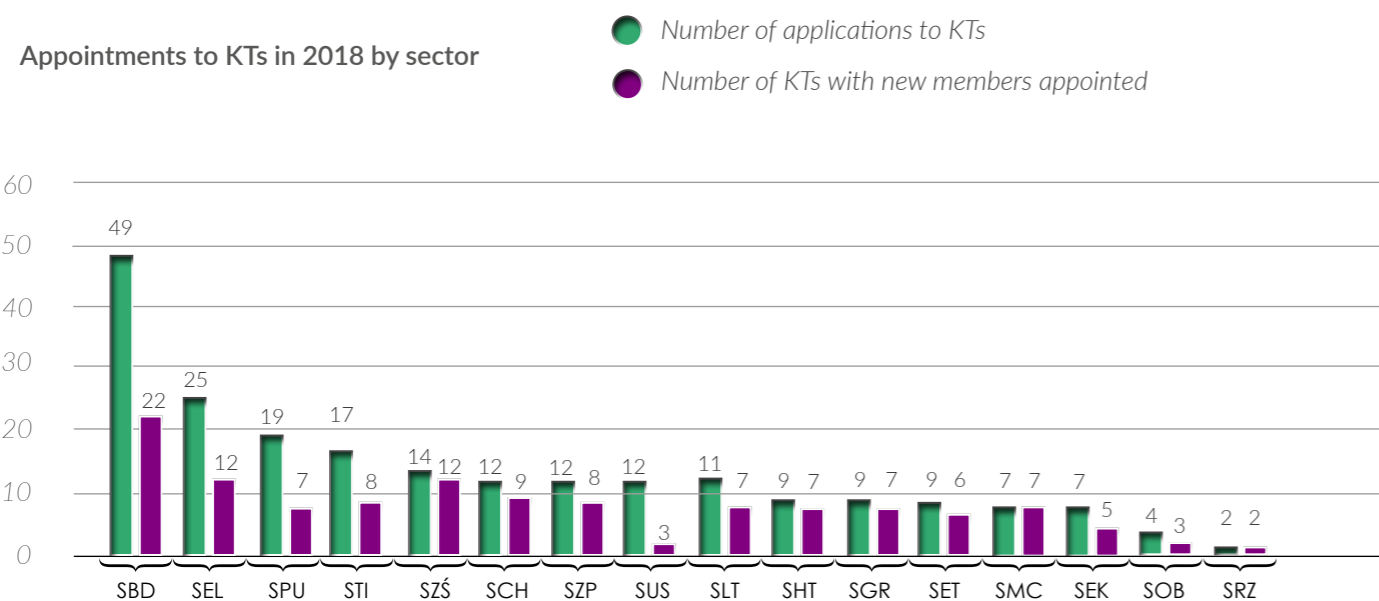
NUMBER OF ENTITIES IN KTs



NUMBER OF ENTITIES IN KZs



The President of PKN appointed **152** entities as members of **125** Technical Committees (KTs), who declared **218** KT memberships, which means that some of the **152** entities applied to more than one KT. **71** entities with **100** KT memberships were dismissed. **39** entities (**56** KT memberships) declared complete withdrawal from the work in TBs.



By the end of 2018, **3,362** people representing **1,218** entities participated in the work of **265** Technical Committees (**3,020** KT applications).

An updated list of Technical Bodies can be found at <https://pzn.pkn.pl/kt/>

By the end of 2018, the representation of SMEs (entities with maximum 250 employees) was as follows:

- ▶ on Technical Committees (KTs) – 48.4%;
- ▶ on Project Committees (KZs) – 26.5%;
- ▶ on Technical Subcommittees (PTs) – 23.2%.

Overall, the participation of SMEs in KT/KZs/PKs is as follows:

- ▶ microenterprises – 191 entities (329 TB applications);
- ▶ small enterprises – 171 entities (256 TB applications);
- ▶ medium-sized enterprises – 240 entities (419 TB applications).

In total, in 2018, SMEs were members of 241 Technical Bodies, including 227 KT, 5 KZs, and 9 PKs.

In 2018, the Polish Committee for Standardization continued many activities for SMEs in the following areas:

- ▶ communication and information;
- ▶ education about standardization;
- ▶ free access to standardization activities.

The main source of information for SMEs is the PKN website (www.pkn.pl) with a separate Section for SMEs that contains, among other things, information about:

- ▶ access to the texts of the standards;
- ▶ opportunities to participate in standardization works;
- ▶ work program of PKN, CEN, and CENELEC;
- ▶ training courses;
- ▶ reports and brochures on SMEs.

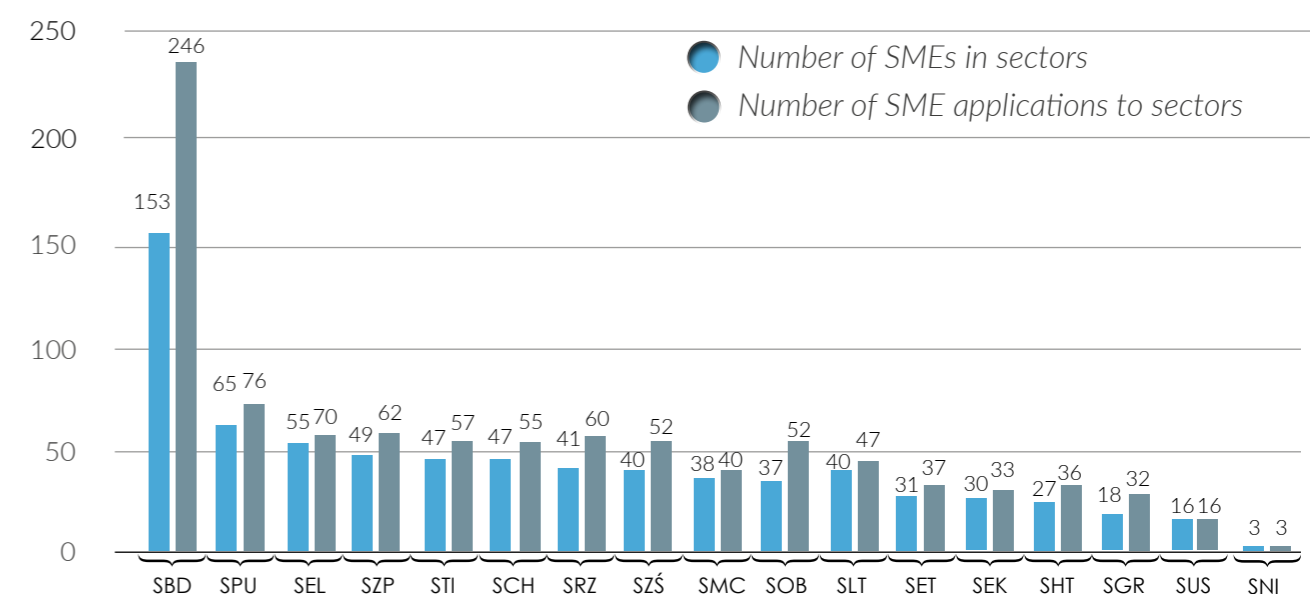
Moreover, as regards communication, SMEs may obtain information from:

- ▶ social media;
- ▶ the WIEDZA platform (wiedza.pkn.pl);
- ▶ “Wiadomości PKN. Normalizacja” monthly.

Another way of imparting standardization knowledge to representatives of SMEs is the participation of PKN representatives in industry meetings, conferences, and training courses.

In 2018, PKN was the organizer of two “Food Safety and Quality” conferences, which enjoyed great interest among representatives of SMEs.

Number of entities and SME applications to KT in 2018 by WPN sector



SMEs gain free access to the standardization system thanks to:

- ▶ participation in the work of PKN's Technical Bodies;
- ▶ the option to submit comments about each PN draft;
- ▶ possibility of submitting new standard suggestions to be developed by TBs.

In 2018, the Polish Committee for Standardization continued working as part of the "SME Working Group" at the CCMC. These works are intended to improve SMEs' access to standards and the standardization process. In 2018, the works were focused on the exchange of experience in the field of activities for SMEs, and on discussions about the methods of using and promoting e-learning training for SMEs carried out under the aegis of the CCMC.

Work program and development of standards

PKN's work program has been published on PKN's website in real time since 2015. The program is based on the programs of works of TBs that operate under PKN, in accordance with the priorities set by the Standardization Council (RN). These works are financed from the budget and the pool of funds for contracted works. PKN's work program includes items that concern the implementation of the following standards and documents to the collection of Polish Standards:

- ▶ European Standards (EN);
- ▶ International Standards (ISO, IEC);
- ▶ European and international standardization deliverables;
- ▶ Homegrown Standards;
- ▶ Polish Standardization Documents (PDN).

PKN takes part in EN development in accordance with the work program of CEN and CENELEC. A European Standard (EN) is added to the collection of Polish Standards through endorsement in English. Later on, subsequent PN-EN language versions may be published.

The standards developed by the ISO and IEC international organizations are added to the collection of Polish Standards when needed by the stakeholders.

According to Regulation (EU) No. 1025/2012 of the European Parliament and of the Council, PKN is required to participate in the notification process conducted by the European standardization organizations.

Review of PNs and withdrawals of standards

In 2018, a periodic review of PNs took place, covering 1,077 standardization subjects. Since 2014, the PN review has been conducted using the PZN (Polish Standardization Resource) tool.

As a result of the review completed in 2018:

- ▶ 806 PNs remained valid;
- ▶ 37 PNs need to be updated or amended;
- ▶ 234 PNs have been withdrawn and not replaced.

Overall, as a result of the 2018 review and completion of the post-review actions agreed in 2017, 260 invalid PNs have been withdrawn from the collection of Polish Standards.

Cooperation with European and international standardization organizations

IEC PKN COOPERATES WITH **176** TECHNICAL COMMITTEES (TCs) AND SUBCOMMITTEES (SCs)

IN THE WORK OF **98** WORKING

GROUPS THERE WERE

66 EXPERTS FROM POLAND INVOLVED

Membership of IEC in 2018

Membership	Committees (TC)	Subcommittees (SC)	Total (TC and SC)
Participant ("P")	32	16	48
Observer ("O")	67	59	126

In 2018, PKN issued opinions on a total of 998 IEC working documents, including 560 relating to TCs/SCs, of which PKN is a "P" member. PKN issued opinions on 560 draft standards at final development stages (FDIS and CDV) and submitted remarks on 80 of them.

ISO PKN COOPERATES WITH **708** TECHNICAL COMMITTEES (TCs) AND SUBCOMMITTEES (SCs)

IN THE WORK OF **116** WORKING GROUPS

THERE WERE

127 EXPERTS FROM POLAND INVOLVED

Membership of ISO in 2018

Membership	Committees (TC)	Subcommittees (SC)	Total (TC and SC)
Participant ("P")	59	155	214
Observer ("O")	147	259	406

In 2018, PKN issued opinions on 3,249 ISO working documents, including 2,817 relating to TCs/SCs, of which PKN is a "P" member. Last year, 1,065 positions for voting on draft standards were submitted to ISO. Remarks were submitted with respect to 133 documents.

CEN IN THE WORK OF **352** WORKING GROUPS THERE WERE **310** EXPERTS FROM POLAND INVOLVED

Opinions were issued on a total of 3,455 CEN working documents, including 1,748 draft European Standards – at the survey and formal voting stages. Content-related or editorial remarks were submitted with respect to 176 documents, including 130 drafts at the survey and formal voting stages.

CENELEC IN THE WORK OF **24** WORKING GROUPS THERE WERE **26** EXPERTS FROM POLAND INVOLVED

Opinions were issued on 680 CENELEC working documents, including 626 draft European Standards – at the survey and formal voting stages. Content-related or editorial remarks were submitted with respect to 41 drafts.

ETSI PKN SUBMITTED ITS POSITIONS ON **60** DRAFT ETSI (prETSI EN) STANDARDS



A

AWARDS OF THE POLISH COMMITTEE FOR STANDARDIZATION

All the entities that actively participate in standardization work contribute to building a solid technical basis for making products and systems safer, more efficient, and of high quality. Every year, PKN gives awards to individuals or companies which – by supporting the standardization system – truly stand out from others. These are the PKN awards:

STANDARDIZATION COMPASS – the award given to natural persons, legal persons, and organizational units in recognition of their achievements in supporting standardization, including, among other things, involvement in the promotion of standardization or a special contribution to the promotion of the voluntary standardization system. The award is presented during the conference held on the occasion of the Polish Standardization Day.

PROMOTER OF EDUCATION ABOUT STANDARDIZATION – this honorary title is awarded to a person who supports education about standardization through political, organizational, promotional, and publishing activities. Who contributes to the dissemination of knowledge of standardization, and the promotion of standardization in education. Who actively participates in the process of implementing education about standardization into the teaching practices. The award is presented annually during the nationwide “Standardization at School” conference.



The 2018 Laureates

Standardization Compass

The award was given to Władysław Moroń – the long-term Chairman of KT 104 for Electromagnetic Compatibility, and to the Central Institute for Labour Protection – National Research Institute.

Władysław Moroń was appointed by the President of the Polish Committee for Standardization in 1994 as Chairman of Standardization Problem Commission No. 104, and then, in 2002, as Chairman of Technical Committee No. 104 for Electromagnetic Compatibility, which role he performs to this day. Under his direction, this Committee assumed – as its primary task – the continuing of the implementation of the IEC International Standards and, above all, the adopting of all the necessary EN and ETSI Standards. Thanks to such an approach, Poland, at the time of its accession to the European Union, did not fall behind or have any difficulties in the area of electromagnetic compatibility. The adopted standards created the basis for compliance with EU Directive 89/556/EEC in Poland and, in this respect, there were no problems with meeting the conditions for EU membership.

Central Institute for Labour Protection – National Research Institute is one of the key partners of PKN, which participates in standardization activities in the fields of occupational safety and health (OSH) and ergonomics. The cooperation between the Central Institute for Labour Protection (CIOP) and PKN dates back to the time when the Institute was established – the 1950s. Back then, the Institute would appoint Standardization Commissions that would draw up individual Polish Standards which, at the time, were documents of a technical and legal nature. CIOP, as a leading centre in Poland with regard to numerous aspects of OSH as well as ergonomics, is a member of 22 technical bodies of PKN. Currently, the Central Institute for Labour Protection – National Research Institute runs two secretariats: KT 21 for Personal Protection Equipment for Employees, and KT 157 for Physical Hazards in the Working Environment.



W. Moroń



CIOP representatives

Promoter of Education about Standardization

The title was awarded to: Przemysław Wójcik (from the District Governor's Office in Krotoszyn), and Dorota Niedźwiedź (from the Secondary School of Electrical Engineering in Białystok) (March 2018).

Dorota Niedźwiedź is a nominated teacher at the Secondary School of Electrical Engineering in Białystok. She actively promotes standardization among students. She is the organizer of a lecture (with the participation of a PKN representative) about the history of standardization and its impact on the development of humanity. She successfully prepares students for the nationwide "Standardization and Me" competitions, in all the categories. She herself is a laureate of the 4th and 5th editions of this competition in the "lesson plan" category. On her initiative, cooperation was established between the Polish Committee for Standardization and the School. As a result of this cooperation, Podlaskie Province's first Inter-school Competition about Standardization Knowledge was held in 2016.

Przemysław Wójcik has been the Head of the Department of Education, Culture, and Sport at the District Governor's Office in Krotoszyn since 2015. He actively works with the Local-Government Teacher Training Centre in Krotoszyn, as well as initiates and implements education about standardization in cooperation with the Polish Committee for Standardization.

He is the originator and main organizer of the seminars on standardization held in Krotoszyn:

- "Putting the world in order, i.e. from norming to standardization" – for secondary school students and teachers of vocational subjects;
- "Standardization – not only for engineers" – for local entrepreneurs;
- "Education about standardization in a vocational school" – for headmasters of secondary schools, teachers of vocational subjects, and managerial staff in the education sector.



D. Niedźwiedź



P. Wójcik



E

EDUCATION ABOUT STANDARDIZATION

The objective of the standardization education strategy is to promote standardization, initiate, and help to introduce standardization essentials into schools and teaching curricula, mainly at secondary schools and higher education institutions.

Secondary education

- ▶ **6th Nationwide “Standardization and Me” Competition** addressed to students and teachers from secondary schools. This year’s theme of the competition was “Standards in environmental protection”. 196 people responded to the announcement of the competition. 153 entries were submitted. Students prepared 140 works in three categories: comic strips (70 works), essays (48 works), and videos (22 works). Teachers prepared 13 lesson plans (February 2018).
- ▶ **7th Nationwide “Standardization at School” Conference**, pertaining to the theme of the competition – “Standards in environmental protection”. The conference was intended for headmasters, teachers, as well as representatives of regional education authorities and managing bodies. At the conference, awards were presented to the laureates of the 6th nationwide “Standardization and Me” competition.
- ▶ **7th Nationwide “Standardization and Me” Competition**, with its main theme being “Standards + City = Smart City”. Smart City, in other words, is an ‘intelligent’ city. The competition was intended (among

others things) to raise the young generation’s awareness of the role of technical standards and standardization in everyday life, to draw the students’ attention to the difference in the approach to the issue of application of standards, as well as to encourage teachers to introduce standardization themes and information about the relevance of standards as themes discussed in class (October 2018).

- ▶ **Conference (with ORE and NOT) entitled “Vocational education at the times of the Partitions of Poland, and in the interwar independence period”**, whose aim was to promote contemporary vocational education and popularize historical education and technical culture. The idea behind the conference was to show the industrial revolution and its impact on the development of vocational education, as well as to give a historical presentation on the state institutions and the three schools that originate from institutions which provided vocational education all the way back during the Partitions of Poland and after 1918.



Competitions and content-related assistance for education about standardization in secondary schools

- ▶ A visit to the Secondary School of Power Engineering in Cracow (June 2018);
- ▶ A meeting with the students of the Secondary School of Construction Engineering bearing the name of Home Army Soldiers, in Olsztyn (September 2018);
- ▶ A meeting with the students at the Vocational Education Centre in Wysokie Mazowieckie (November 2018);
- ▶ A meeting with the students at the Secondary School of Technology in Września (November 2018);

- ▶ Final of the "1st Cracow Inter-school Competition about Standardization Knowledge" at Secondary School of Mechanics no. 1 in Cracow (December 2018);
- ▶ Final of the "2nd Regional Standardization Knowledge Competition" at Secondary Vocational School no. 2 in Starachowice (December 2018).

Meetings and seminars

- ▶ Organization of a standardization seminar at the AGH University of Science and Technology in Cracow (June 2018).
- ▶ Seminars on standardization at the Łódź University of Technology.

Cooperation with higher education institutions

- ▶ Establishment of contact with the AGH University of Science and Technology in Cracow;
- ▶ Establishment of contact with the Białystok University of Technology.

Other activities

- ▶ Participation in the "32nd Summary of the Innovative Movement in Education in the 2017/2018 school year" organized by the Łódź Centre for Teacher Training and Practical Education in cooperation with partners;
- ▶ Participation in the Nationwide Conference "Integrated Qualification System – qualifications for everyone" (June 2018);
- ▶ Publication of news in the Education Section – 15 posts were prepared and published.



The "Standardization and Me" Competition
Second place: Kacper Borowiak



The "Standardization and Me" Competition
Second place: Jakub Soboniak



E XTERNAL RELATIONS

INTERNATIONAL RELATIONS

The activities of the Polish Committee for Standardization at the European and international level include cooperation with international and European standardization organizations as well as coordination of tasks connected with negotiating, signing and performing contracts and bilateral agreements with standardization bodies from other countries.

PKN is a member of the following international and European standardization organizations: IEC – International Electrotechnical Commission, ISO – International Organization for Standardization, CEN – European Committee for Standardization, CENELEC – European Committee for Electrotechnical Standardization and a national standardization organization at ETSI – European Telecommunications Standards Institute. Thanks to its membership of these organizations, PKN enables Polish stakeholders to be actively involved in the standardization work of European and international institutions. Representatives and delegates of PKN represent the interests of the Polish standardization system and Polish stakeholders in the management authorities and technical bodies of international and European standardization organizations. In 2018, PKN's delegates participated in: 82nd IEC General Meeting and 41st ISO General Assembly; 50th and 51st ETSI/NSO Meeting, and the Annual Session of CEN-CENELEC; meetings of the CENELEC Administrative Council (CLC/CA), CEN and CENELEC General Assemblies (CEN/AG and CENELEC/AG), meetings of CEN and CENELEC Technical Councils (BT), CEN and CENELEC Administration Council Policy Working Group; European Forum of Standard

Distributors (EFSD), as well as the meetings of CENELEC Technical Council working group "BT Efficiency" (CLC/BTWG 128-3 "BT Efficiency").

Being actively involved in the work of standardization organizations, PKN managed or supervised the functioning of the following secretariats of Technical Committees or Subcommittees: ISO/TC 98, ISO/TC 98/SC 2, IEC/TC 27 and CENELEC reporting secretariats (CLC/SR 27 and CLC/SR 90).

Bilateral cooperation

Meeting with SGCC representatives

On 17 January 2018, a meeting was held between PKN management and representatives of the State Grid Corporation of China (SGCC) – the world's second largest company (according to the 2016 Fortune Global 500 ranking), and the main supplier of electricity in north-west China. SGCC employs about one million people, and is the supplier of electricity to over one billion customers.

Pinggao Group, a subsidiary of SGCC, has been operating in Poland since 2014 and participating in the works related to the expansion of the power plant in Koźienice.

Representatives of the State Grid Corporation of China made a short presentation on the company's activities, and were acquainted with the principles of standardization applicable in Poland and at European standardization organizations. They were also acquainted with the specific nature of organization and work at the Polish Committee for Standardization.

Meeting with a Director from the European Commission

The year 2018 marks 25 years since the creation of the European Single Market. On the occasion of (among other things) this anniversary, on 11 April 2018, at the PKN head office in Warsaw, a meeting was held between the Committee's management and Joaquim Nunes de Almeida – the Director from the European Commission's Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) who is in charge of Directorate B: Single Market Policy, Regulation and Implementation.

The meeting focused mainly on standardization issues. During the meeting, Director Joaquim Nunes de Almeida briefly presented the assumptions of the "Goods Package" proposed by the European Commission, intended to improve the functioning of the single market of goods. It contains two important objectives, namely, to improve compliance with and application of EU legislation that concerns products, and to improve and facilitate the application of the principle of mutual recognition within the Single Market. Director Nunes de Almeida was also interested in how the Polish

standardization system operates, as well as how the management of PKN assesses the functioning of the European and international standardization system.

Signing of the agreement with SAC

The signing of the Cooperation Agreement between the Polish Committee for Standardization (PKN) and the Standardization Administration of China (SAC) happened in two stages. On 1 June in Warsaw, a draft of the agreement was concluded, and the agreement itself was signed on 28 September in Geneva, during the ISO General Assembly.

The document was signed by the President of PKN and the Administrator of SAC. The Agreement provides for (among other things) cooperation between the parties in the process of harmonizing national standards with International Standards, in order to promote scientific and technical cooperation, reduce technical barriers in commerce, carry out joint works on the harmonization of national standards, as well as cooperation in the field of international standardization and exchange of information, coordination of positions, and mutual



support in international and regional standardization organizations. This 5-year agreement is the first such Polish-Chinese arrangement between the standardization bodies of the two countries.

The Baltic Standards Forum

On 29–31 August, the annual meeting of the Baltic Standards Forum was held in Gdańsk. The Forum was attended by national standardization bodies from Lithuania (LST), Latvia (LVS), Estonia (EVS), and Poland (PKN), and its purpose was the exchange of experiences and best practices. The host of this year's meeting was the Polish Committee for Standardization, and the special guest was Sergio Mujica – Secretary-General of ISO – who presented this organization's strategy for the coming years. He emphasized the importance of the involvement of all the members in the development and success of this international organization. The high level of standardization work can be maintained only thanks to good and effective cooperation of all members, the even greater involvement of stakeholders and partners, and the use of the latest technologies. The challenges faced by ISO in the coming years will be, above all, to help developing countries, to support international trade even more, and to achieve sustainable development objectives through standards.

Participation in the 53rd EASC meeting

For many years, PKN has been maintaining good relations with standardization bodies of Poland's eastern neighbours. Therefore, a representative of the Committee took part in the 53rd Meeting of the Interstate Council for Standardization, Metrology and Certification (EASC) as an observer. The meeting was held on 25–28 June 2018 in Tashkent, Uzbekistan. In addition to the EASC delegation, the meeting was also attended by many guests, including representatives of several European standardization bodies and international standardization organizations.

The PKN delegate presented PKN's cooperation with EASC and the Committee's relations with Uzstandart, emphasizing their positive impact on the economic cooperation between Poland and Uzbekistan.

After the EASC meeting, a PKN representative was invited to the seat of Uzstandart, where he met with the director and employees of the standardization division. The meeting concerned the standardization system in Poland and the EU, as well as activities aimed at raising awareness of the importance of standardization in business circles. The Uzbek side expressed willingness to strengthen cooperation with PKN under the existing agreement. Regular participation of PKN representatives in the meetings of the Council helps to deepen and increase the frequency of contacts between the Committee and its counterparts.



Cooperation with the Ministry of Entrepreneurship and Technology in the Standards Committee (Regulation 1025/2012)

In 2018, a total of three meetings of the European Commission Standards Committee were held. A representative of PKN attended them as a deputy of the national member, i.e. a representative of the Ministry of Entrepreneurship and Technology. This form of participation makes it possible to present the national position, reflecting the needs of national standardization, and to monitor the execution of the European Union standardization policy by the European Commission.

Correspondence with Polish authorities

In 2018, PKN's External Relations Department was engaged in the exchange of correspondence with Polish central authorities, especially with the Ministry of Entrepreneurship and Technology (formerly the Ministry of Development) and the Ministry of Foreign Affairs. The correspondence primarily regarded the activities undertaken by the Committee on the international arena concerning the technical policy, standardization, and PKN's participation in European aid programmes and twinning.

The correspondence with the ministries regarded the contacts that PKN maintains with the standardization units of countries that are not members of European standardization organizations, but are associated with them or cooperate with them. In this respect, the exchange of information mainly concerned contacts and activities undertaken by PKN with standardization bodies belonging to the Interstate Council for Standardization, Metrology and Certification (EASC) as well as standardization bodies from countries participating in the Eastern Partnership. The ministries expressed the need for obtaining such information from PKN primarily on the occasion of the regularly-held bilateral government meetings or overviews of the status of bilateral economic relations.

ACTIVITIES IN POLAND

The tasks of the External Relations Department include the promotion of the voluntary standardization system, e.g. by preparing and coordinating the participation of PKN representatives in conferences, seminars, etc., issuing opinions on requests for PKN patronage, updating the content of PKN's website and wiedza.pkn.pl, and publishing the "Wiadomości PKN. Normalizacja" monthly.

Polish Standardization Day

On 23 May, the conference on the occasion of the Polish Standardization Day was held for the ninth time.

Its main theme was: "Food quality and safety". During the conference, the following lectures on food quality and safety were presented:

- ▶ Standardization for food safety;
- ▶ Requirements and microbiological criteria for food – the old and new approaches with the use of risk assessment, standards, and standardization;
- ▶ The use of standards in legal regulations on food safety;
- ▶ Amendment to ISO 22000 – benefits for an organization that operates in the food chain;
- ▶ Trends of the changes in the process contaminants content in food, with particular emphasis on acrylamide – the role of methodological standards and requirements;
- ▶ Validation of the risk of growth of pathogenic bacteria, including *Listeria monocytogenes* in ready-to-eat food (RTE), using the methodology of challenge tests and current microbiological standards;
- ▶ Monitoring of biological and chemical risk factors in food;
- ▶ Relativism of food safety.

The conference was primarily addressed to producers of agricultural produce, feed, raw materials and food, food importers, representatives of market surveillance services and certification bodies, as well as all the stakeholders.



The following partners assumed honorary patronage of the event: Ministry of Agriculture and Rural Development, Polish Centre for Accreditation, State Veterinary Institute – National Research Institute, National Institute of Public Health – National Institute of Hygiene, National Association of Dairy Cooperatives Revisory Association, National Food and Nutrition Institute.

Due to the great interest in the conference, another meeting of this series was organized in autumn.

2nd edition of the "Food Safety and Quality" conference – 20 November

Experts invited to the conference discussed, among others, issues concerning standardization for food safety, amendment to PN-EN ISO 22000, the required food product labelling, packaging safety, and application of standards in legal regulations. They also discussed the history of changes and the future of the food industry, as well as the relationship between food safety and social health.

The following partners assumed honorary patronage of the event: Ministry of Agriculture and Rural Development, COBRO – Packaging Research Institute, Polish Centre for Accreditation, National Institute of Public Health, National Food and Nutrition Institute.

Also this time, the conference was very popular and brought together over 100 attendees.

Campaign informing local governments about the new PKN service – certification of cities' conformity with PN-ISO 37120:2015-03

In connection with PKN's development of the certification scheme for compliance with PN-ISO 37120:2015-03 "Sustainable cities and communities – Indicators for city services and quality of life", the External Relations Department prepared an information brochure on this subject. Information about the certification scheme and the brochure was sent to about 200 local governments all over Poland. The campaign was accompanied by the publication of the article entitled "How to effectively manage a city, commune, district?", which simultaneously appeared in 21 local newspapers around the country.



Promotional autumn campaign of PKN in the urban space – “A world without standards”.

In November (12–25 November), an information campaign was launched in the urban space (in means of public transport, at railway stations in various Polish cities, and at selected stations of the Warsaw Metro).

The aim of the campaign was to draw attention to the relevance of standards in our everyday lives, as well as to increase the recognizability of the Polish Committee for Standardization and its logo. The campaign slogan was: “A world without standards” (*Świat bez norm*, #swiatbeznorm).

These were 15-seconds-long advertising spots (40,104 reruns per day) on screens found at railway stations in Gdynia, Gdańsk, Katowice, Cracow, Łódź, Poznań, Szczecin, Warsaw, and Wrocław. Additionally, the advertisement appeared on 31 screens in the Warsaw Metro and in the underground passages of the Warszawa Centralna and Wschodnia railway stations, as well as on buses and trams in Warsaw, Gdynia, Cracow, Poznań, Wrocław, Łódź, Szczecin, and the Upper Silesia conurbation.



“Wiadomości PKN” monthly

The monthly of the Polish Committee for Standardization is issued in electronic form, and can be downloaded for free from www.pkn.pl. It features articles dedicated to the activities of PKN and standardization work in Poland, the EU, and elsewhere in the world. Every issue of the monthly included articles about the standardization of important issues from various areas of the economy.

In 2018, besides the 12 regular issues of the “Wiadomości PKN. Normalizacja” monthly, two special themed issues were published, focusing on the quality and safety of food, and standardization of explosive environments.

Safety is a complex and multifaceted issue. The themed issues of “Wiadomości PKN” discussed it in the context of food and standardization for explosive environments and equipment for explosive atmospheres.

The need for food security is greater than ever before. We live in a global economy. Most of us buy and consume food made thousands of kilometres away from home. The supply chain is more and more complex. It is not difficult to understand why the challenge of global food security is one of the most pressing issues faced by representatives of many sectors around the world. Food security risks can occur at every stage of the food chain. Therefore, it is essential that the whole area be properly supervised. Feed and foodstuffs producers, transport operators, manufacturers of machinery and equipment, packaging materials, cleaners, etc. all have an influence on the quality of our food. The themed issue presented in detail how standards support food safety and contribute to our good health. Moreover, the publication about food quality and safety went hand in hand with the celebrations of the Polish Standardization Day and the accompanying conference. The special issue of the magazine included articles penned by conference speakers.

Most of us associate explosions with *Ex* environments such as the oil, gas, and chemical industries, mines, and so on. They often result in large numbers of casualties and significant environmental damage. Explosions of industrial or other systems may be caused by

improper or defective equipment and/or poor operating procedures as well as mistakes. The risk of explosion can be significantly reduced if equipment and systems conforming to standards are used. Standards that pertain to explosion protection offer support not only to manufacturers of products for working in potentially explosive atmospheres, but also to designers and users. Using the information, requirements, and recommendations contained in Polish Standards results in a comprehensive approach to explosion protection. Progress and the striving for the so-called safety culture, i.e. a comprehensive approach to the issues related to the broadly-defined explosion safety, are reflected in Polish Standards which contain relevant information, requirements, and recommendations. Currently, all electrical equipment for explosive atmospheres must meet the requirements set out in the relevant national regulations introduced under the ATEX Directive, and standardization in the field of these devices provides the best solutions and ensures the proper quality and standard of products. The publication included articles on, among others, the benefits of standardization for explosive atmospheres, personnel competence, and the work of Technical Committees – no. 64 for Electrical Appliances in Potentially Explosive Atmospheres, and no. 269 for Chemical Safety, as well as a list of useful standards.

“Wiadomości PKN. Normalizacja” and the themed issues popularize standardization matters, draw attention to current trends and novelties in standardization works, and address problems that concern the future challenges in the field of standardization.



Social media

Social media have become a natural platform for the exchange of information, transforming the way we communicate. Information posted on social networking sites (Facebook, LinkedIn, and Twitter) is accessible, useful, readily available, and lasting. The content published in social media is disseminated quickly and can reach a vast community of users. Social media are an effective tool that allows all participants to interact, while companies – to promote their activities on the Web as well as expand their business and social contacts.

Content

- ▶ We write about: standardization in the context of interesting topics (e.g. food safety and quality, industry 4.0, climate change, cybersecurity, artificial intelligence, personal data protection, air quality, ecological transport, energy efficiency, etc.), current standardization-related topics (amendments to standards, establishments of new KT, publications of important documents, reports from meetings with representatives of other standardization organizations), as well as issues related to the PKN itself (publication of new issues of “Wiadomości PKN”, job advertisements, information about the organized training courses, conferences, working group meetings, “Standardization and Me” competitions, etc.);
- ▶ We have started a series covering interesting facts

about standardization, which series is also connected with the PKN information campaign that promotes a world with standards;

- ▶ We share posts and campaigns of international and European standardization organizations (ISO, IEC, CEN, and CENELEC);
- ▶ Based on the ISO, IEC, CEN, and CENELEC campaigns, we prepare our own ones and make them available on our sites (of course with the consent of the above-mentioned organizations).

Statistics

- ▶ FB: 375 followers, 353 profile likes.
- ▶ Twitter: 118 followers, 49 followed.
- ▶ LinkedIn: 197 followers.
- ▶ Each post reaches between approx. 150 and 23,000 people.

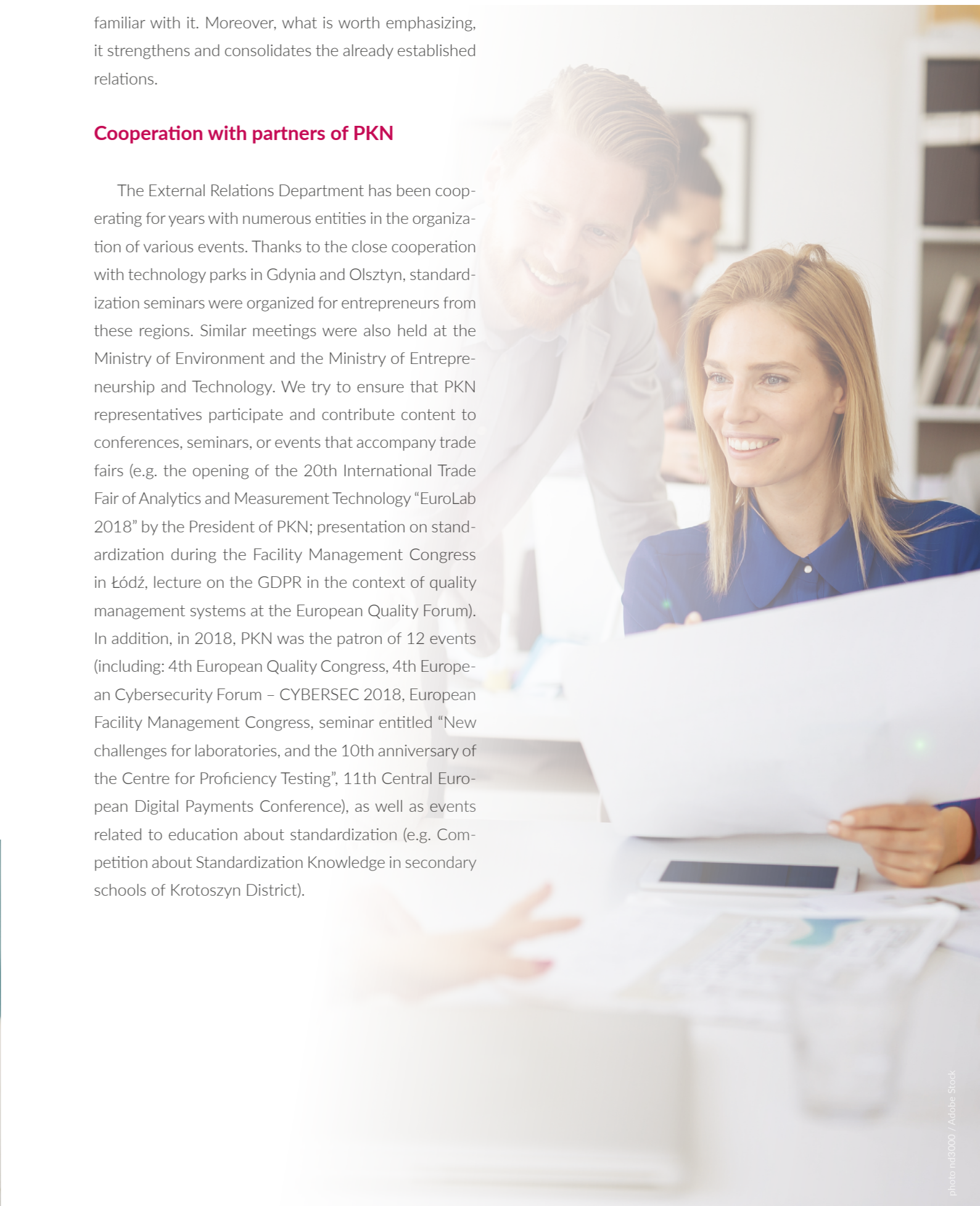
Conclusion

PKN's presence and activity in social media has a highly positive impact on quick interactions with stakeholders and enables prompt feedback about how interesting a particular topic is; it also makes it easier for information to reach a broader group of recipients and creates an ever greater community (organizations, institutions, offices, universities, private individuals) already interested in standardization or only now becoming

familiar with it. Moreover, what is worth emphasizing, it strengthens and consolidates the already established relations.

Cooperation with partners of PKN

The External Relations Department has been cooperating for years with numerous entities in the organization of various events. Thanks to the close cooperation with technology parks in Gdynia and Olsztyn, standardization seminars were organized for entrepreneurs from these regions. Similar meetings were also held at the Ministry of Environment and the Ministry of Entrepreneurship and Technology. We try to ensure that PKN representatives participate and contribute content to conferences, seminars, or events that accompany trade fairs (e.g. the opening of the 20th International Trade Fair of Analytics and Measurement Technology “EuroLab 2018” by the President of PKN; presentation on standardization during the Facility Management Congress in Łódź, lecture on the GDPR in the context of quality management systems at the European Quality Forum). In addition, in 2018, PKN was the patron of 12 events (including: 4th European Quality Congress, 4th European Cybersecurity Forum – CYBERSEC 2018, European Facility Management Congress, seminar entitled “New challenges for laboratories, and the 10th anniversary of the Centre for Proficiency Testing”, 11th Central European Digital Payments Conference), as well as events related to education about standardization (e.g. Competition about Standardization Knowledge in secondary schools of Krotoszyn District).





P

RODUCTS AND SERVICES



Subscription – a service that involves monthly delivery of newly published Polish Standards and standardization deliverables according to the domains of ICS groups and sub-groups selected by the client. Delivery of standards under a subscription is subject to a 20% discount in relation to the catalogue price of individual documents.



Reading Room (Czytelnia) – a service that allows access to a given standard in read-only form for 30 minutes, using a web browser and an account created by at the PKN online store.



e-Access (e-Dostęp) – a service that allows online access to an updated-on-a-current-basis set of standards stored on the PKN server. The composition of the set is determined by the client based on his or her needs. For the term of the agreement, the client acquires rights to the documents stored there and becomes their owner upon the end of the term. The documents can be viewed in a web browser in read-only mode (with the possibility of printing as many copies as provided for in the agreement) or downloaded as PDF files using one's own device.



Online standards (Normy On-line) – a service that allows access to a set of Polish Standards stored on the PKN server. Access is possible from any computer or mobile device using a web browser and an account created on the WIEDZA platform. Standards are made available as 'read-only' documents; access to them expires upon the end of the agreement with PKN.



Results of standardization works, and publications of special issues of "Wiadomości PKN" – a service of sales of information about the results of standardization works on request and under a subscription, as well as special issues of the "Wiadomości PKN" periodical.



Certification – a service of certification of conformity with Polish Standards, which involves the conducting of audit activities and granting the PN Conformity Mark to a product, system, or service.



CS1 Register – a service of keeping a register of unique numbers for issuers of devices necessary to identify vehicles and equipment, in particular in a payment processing system, according to the provisions of PN-EN ISO 14816.

Sales of products and services in thousands of PLN gross

Sales of PNs, PDNs, and other Polish deliverables excluding sales under a subscription	9,282
Online standards (Normy On-line)	991
Subscription	552
Sales of standards and other foreign and international deliverables	547
e-Access (e-Dostęp)	352
Cooperation with higher education institutions	167
Classroom training	161
Reading Room (Czytelnia)	108
PN Mark certification	40
Information services	17
Results of standardization works and "Wiadomości PKN" special issues	8
E-learning	6
CS1 Registration	1
Reprints	0.5
Total sales	12,232.5

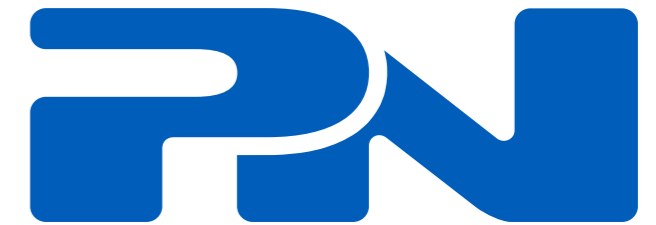
PN Mark Certification

In accordance with Article 7 of the Standardization Act, the Polish Committee for Standardization is the only organization in Poland authorized to certify and award rights to the PN Conformity Mark. These rights cover all the valid and applicable standards included in the Polish Standards collection. These rights may be assigned to other certification bodies (JCWs) through an authorization issued by the President of PKN to conduct the PN Mark certification with respect to the standards for which they demonstrate their competence.

Figures as at 31 December 2018:

- ▶ product certification bodies (JCWs) – bodies authorized by the President of PKN to certify PN conformity and award PN Mark rights: 7 (1 authorization was issued for the National Chamber of Commerce);
- ▶ valid PN certificates: 16 (including: 8 certificates issued by authorized JCWs – no changes as compared to 2017, 8 certificates issued by PKN – no changes as compared to 2017).

The first certification was performed of conformance to the requirements of PN-ISO 37120 Sustainable cities and communities – Indicators for city services and quality of life.



Authorization of the President of PKN was issued for the National Chamber of Commerce with regard to certification of conformity with PN-ISO 37001 Anti-bribery management systems – Requirements with guidance for use.

Further promotional activities will aim to enhance the position of the PN Conformity Mark as a consumer mark, and to convince stakeholders that the PN Mark is of vital importance in the voluntary system of product conformity assessment. The areas of our activities will be:

- ▶ city services and quality of life, in accordance with the requirements of PN-ISO 37120 Sustainable cities and communities – Indicators for city services and quality of life;
- ▶ anti-bribery management systems, in accordance with PN-ISO 37001 Anti-bribery management systems – Requirements with guidance for use;
- ▶ certification of consumer products and services for which Polish Standards exist.



Training

Traditional training

- ▶ Internal auditor of Information Security Management Systems, in accordance with PN-EN ISO/IEC 27001:2017-06;
- ▶ Information training in ISO 27001 – exchange of experiences
- ▶ Basics of GDPR – Personal data protection
- ▶ Training for Data Protection Officers – Risk and Threat Analysis
- ▶ Personal data protection at schools – changes resulting from the GDPR
- ▶ Harmonized directives and standards in the system of technical equipment safety in the European Union
- ▶ Quality of life in cities, according to PN-ISO 37120:2015-03
- ▶ The essentials of Polish standards and standardization deliverables

Closed training

- ▶ Internal auditor of Information Security Management Systems, in accordance with PN-EN ISO/IEC 27001:2017-06
- ▶ Principles of the work of KT's at PKN

E-learning

- ▶ Conformity assessment and certification
- ▶ Marketing of construction products and plant-based production control
- ▶ A safe playground in five steps
- ▶ From ISO 9001 to a quality management system
- ▶ Training for TB members and representatives of TB members

Figures

Training type	Number of training courses completed	Number of training participants
Traditional open training	19	224
Traditional closed training	2	19
e-learning	6	43
Total	27	286

PKN's publishing activity

Polish Standards and Polish Standardization Deliverables

The Polish Committee for Standardization publishes Polish Standards (PNs) and Polish Standardization Deliverables (PDNs) in electronic form.

The publishing work connected with the publication of PNs and PDNs is aimed to prepare the content of those documents for recording in the PDF format. A PDF template is used to distribute them in the selected format:

- ▶ file downloaded directly by the client in the online store, access to the file through the e-Dostęp or Normy on-line services;

- ▶ file on a CDR – a ready-made set relating to a specific theme or a customer-specified set of standards;
- ▶ file printing ; on request, as per customer order.

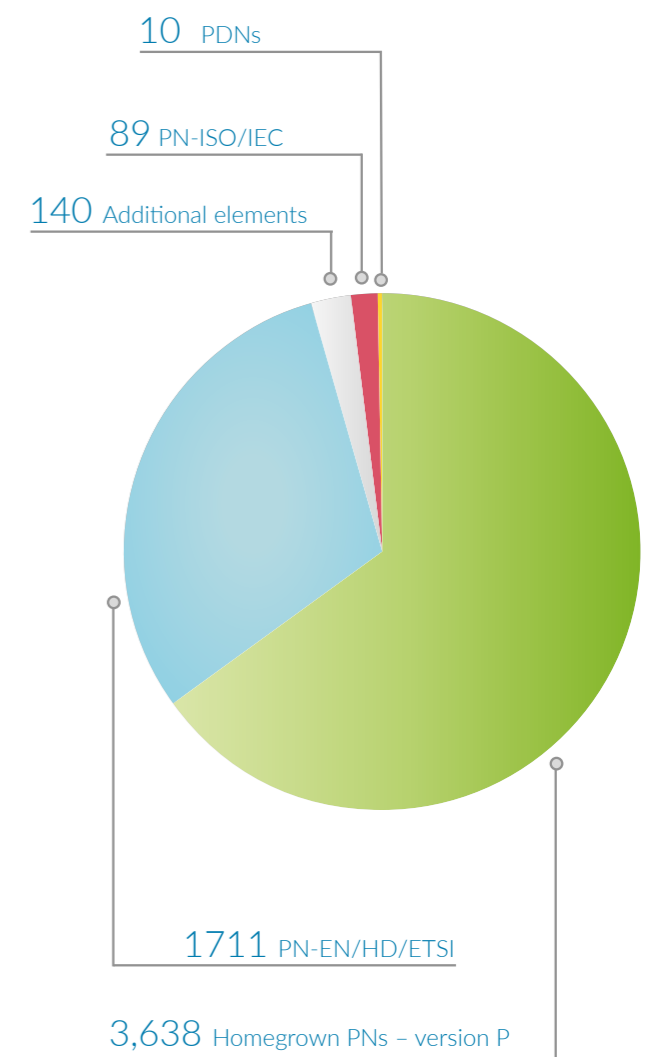
New PNs and PDNs in Polish and English are prepared in the PDF format directly after their approval, after completion of the publishing work, while those in German and French are prepared at the client's request.

Historical standards are converted to the PDF format at the client's request or to supplement the collection.

In 2018, the electronic collection of PNs and PDNs was expanded by PDF versions of 5,588 PNs/PDNs, including 3,920 in Polish (P), 1,652 in English (E), 11 in German (D), and 5 in French (F).

Growth in the electronic PN and PDN collection in 2018

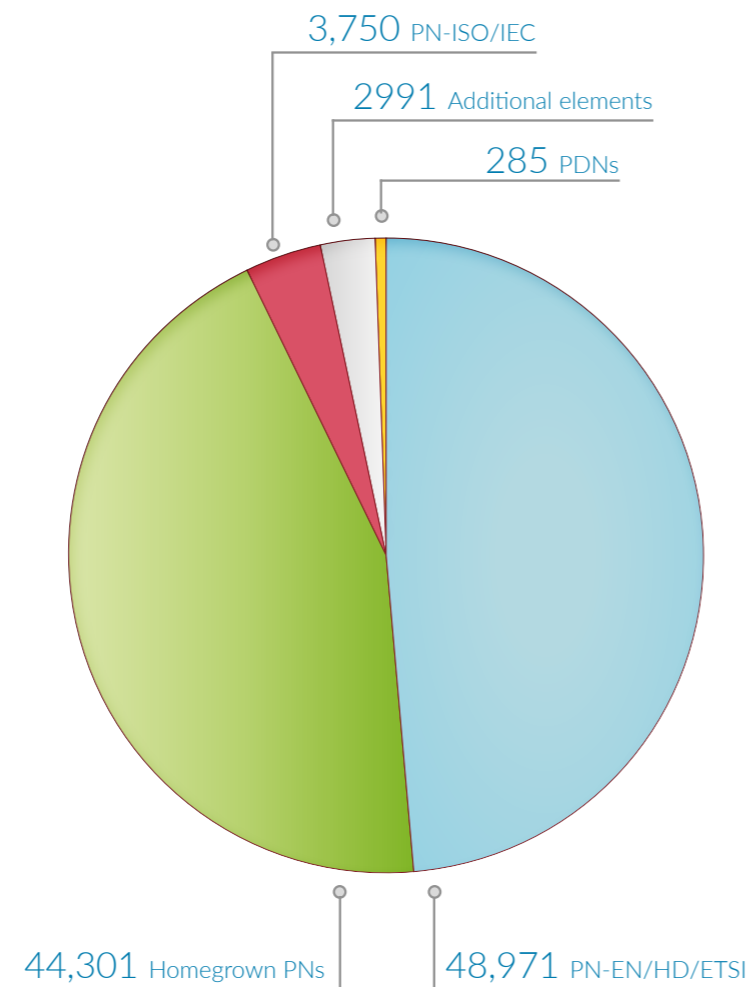
Type of document	Number of PDFs
Homegrown PNs – version P:	3,638
newly approved PNs	23
archival PNs	3,615
PN-EN/HD/ETSI:	1,711
version E	1,467
version P	228
version D	11
version F	5
PN-ISO/IEC:	89
version E	72
version P	17
PDNs:	10
version E	8
version P	2
version D	0
Additional elements*):	140
version P	34
version E	105
Total:	5,588



*) including: National appendices (NA), Interpretation sheets (IS), Amendments to standards (AC, Ap).

Status of the electronic PN and PDN collection *

Type of document	Number of PDFs
Homegrown PNs	44,301
PN-EN/HD/ETSI:	48,971
version E	30,124
version P	17,141
version D	1,594
version F	112
PN-ISO/IEC:	3,750
version E	112
version P	3,638
PDNs:	285
version E	145
version P	139
version D	1
Additional elements:	2,991
NA/IS	93
Ap/AC/ERRATA	2,898
Total:	100,298



* as at 29/12/2018

All the valid documents (more than 29,000) are included in the collection.

Virtualization of the PN/PDN collection

After the publication of PNs and PDNs, their PDF files are converted to the XML format to be used as follows:

- ▶ for searching the collection by document content;
- ▶ for presenting the scope of the standard, list of contents and standards referenced in the search engine for standards, terms and definitions in Polish in the DIN-TERM terminology base.

In 2018, the following were converted to the XML format:

- ▶ 304 PNs/PDNs in the Polish language version;
- ▶ 1,803 PNs/PDNs in the English language version.

As at 31/12/2018, the PN and PDN collection in XML included **45,422** documents and contained all valid PNs and PDNs in the Polish and English language versions published until the end of 2018.

Other monographs by PKN

Translations of two ISO guides were published in 2018:

ISO 9001:2015 for small enterprises.
Methods of conduct

The guide provides tips for small enterprises on the development and implementation of a quality management system based on ISO 9001. The tips refer to all the requirements of ISO 9001, and are supplemented by numerous examples and case studies. The guide takes into account the changes introduced into the ISO standard after the last amendment in 2015.

ISO 14001 Guide for SMEs

The guide provides practical tips for small and medium-sized enterprises to help them implement an environmental management system (EMS), taking into account their individual needs.

The guide presents an overview of the requirements of ISO 14001:2015 Environmental management systems – Requirements with guidance for use, and promotes the guidelines presented in ISO 14004:2016 Environmental management systems – General guidelines on implementation.



Execution of the financial plan

The legal basis for the financial management at PKN includes:

1. The Accounting Act of 29 September 1994 (Journal of Laws 2018, item 395, as amended);
2. The Act of 27 August 2009 on Public Finance (Journal of Laws 2018, item 395, as amended) and the implementing regulations issued on the basis of this Act;
3. Regulation of the Minister of Finance of 13 September 2017 on special accounting policies and charts of accounts for state budgets, budgets of local governments, state budget-funded entities, self-governmental state budget-funded entities, state special-purpose funds, and state budget-funded entities established outside the territory of the Republic of Poland (Journal of Laws item 1911, as amended);
4. Regulation of the Minister of Finance of 2 March 2010 on the detailed classification of revenues, expenses, income, spending, and receipts from foreign sources (Journal of Las 2014, item 1053, as amended);
5. Financial instruction at the Polish Committee for Standardization;
6. Accounting policy at the Polish Committee for Standardization.

In 2018, financial management was based on the Annual Plan approved by the President of PKN. This plan includes budget expenses and revenues.



Budget revenues

PKN revenues relate to section 75002 – Polish Committee for Standardization.

PKN obtains revenues from the following sources:

Amounts in PLN thousand

No.	Item	Execution in 2017	Plan as per the act for 2018	Execution in 2018	Execution vs. plan for 2018 in %
1	Proceeds from the sales of Polish Standards, PKN's own publications, information and certification activity	9,120.2	9,100.0	8,641.8	95%
2	Proceeds from license fees for standardization services	1,242.1	1,100.0	1,199.7	109%
3	Proceeds from training	158.0	150.0	148.8	99%
4	Sales of assets	10.7	0	5.9	-
5	Standards on request	75.6	60	79.2	132%
6	Proceeds from various sources	354.8	300	559.7	187%
7	Interest expense	0.2	0	0.2	-
8	Financial penalties	6.8	0	0.3	-
Total:		10,968.4	10,710	10,635.6	99.3%

FINANCE

In 2018, PKN's revenues were PLN 10,635.6 thousand, i.e. 99.3% of the planned revenues.

The key item in the 2018 revenue structure, amounting to PLN 8,641.8 thousand, is revenues from the sales of Polish Standards, own publications, as well as information and certification activities. In this group of revenues, the actual result was 0.5% lower than the plan.

Revenues from fees for licenses for standardization deliverables were PLN 1,199.7, i.e. 109% of the planned value. Revenue execution was higher than planned for 2018, as this item includes online standards and e-Access – products which have only recently been added to PKN's product offer. There is no historical data to use in planning. The plan was prepared conservatively and with no excessive optimism as regards the development of these services.

In 2018, revenues from training for external customers were PLN 148.8 thousand, i.e. 99% of the planned value.

In 2018, used computer equipment and furniture were sold for PLN 5.9 thousand.

Income from the development of standards requested by customers was PLN 79.2 thousand, 32% higher than planned. In the present economic environment there is a need for the development of homegrown Polish Standards as original Polish solutions. Such standards may be developed on the condition that their scope does not overlap with European standardization. This is verified by means of a notification, whereby stakeholders are advised that the standard is planned to be developed. If the European organizations do not express their interest in the subject, the standard may be developed.

Draft standards are created by interested customers using their own funds. Moreover, they cover the costs incurred by PKN in relation to the notification and standard development process. PKN is unable to determine the precise demand of the community in this regard. This situation depends entirely on the clients. When planning related income on the basis of estimates and data for previous years, it is impossible to predict what and how many standardization initiatives will be in demand.

In 2018, proceeds on account of different income lines were PLN 559.7 thousand, i.e. 87% higher than planned. The above figure included, inter alia, royalties paid by international standardization organizations for the sales of international standards to Polish clients; refunds of legal fees, refunds of the previous years' expenses.

In 2018, PKN received interest of PLN 200 on account of late payments.

Also in 2018, it received PLN 300 in revenue from liquidated damages due to PKN for improper performance of agreements.

Budget Expenses

PKN's budget expenses are financed from:

- section 750 – Public administration; section 75002 – Polish Committee for Standardization;
- section 752 – National defence; section 75212 – Other defence expenses.

The planned budget expenses according to the 2018 Budget Act amounted to PLN 34,298 thousand.

Execution of the planned expenses in 2018

Item	2017	2018		
	Execution	Plan	Execution	Execution (in %)
1	2	3	4	5
Section 750 – Public administration	31,846	34,294	32,450	95
Chapter 75002	31,846	34,294	32,450	95
A – Personnel expenses	22	52	23	44
B – Total overheads	30,512	33,033	31,502	95
C – Capital expenses	1,312	1,209	925	77
Section 752 – National defence	4	4	4	100