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REPORT

2020

Polski Komitet Normalizacyjny

ANNUAL REPORT **2020**

CONTENTS

Ladies and Gentlemen,

Last year was exceptional for all institutions in the world. Also for PKN. Thanks to the development of civilization, the pandemic's course did not resemble that of medieval pandemics, but it certainly changed a lot in how reality and social responsibility are perceived. It also turned out that: in spite of advanced communication systems remote work is not the solution of the future, open space interior design is not entirely safe, remote learning may be good for exceptionally talented and hard-working individuals but does not work in the majority of cases, air-conditioning is not always comfortable, human nature in states of emergency has not really changed since the Middle Ages and an exaggerated understanding of freedom has accentuated some of the bad sides of that nature.

Since March last year, PKN has been working remotely, and it is worth noting that we have not recorded worse results than in the preceding year. We very quickly adapted our internal procedures to the restrictions in force. Technological solutions introduced earlier made it possible to perform PKN's statutory activities. Standardization work was being carried out in the PZN system, while any obligations resulting from our membership of European and other international organizations were being fulfilled by mail or using remote tools. Even PKN's revenues, although smaller, did not differ significantly from those of the preceding year. But this does not mean that we will work in this system in the future. Safety rigours introduced in March last year, e.g., shift work and responsible employee behaviour, made it possible to avoid large-scale infections. Importantly, all the ambitious projects we set ourselves were completed, albeit at a slower pace and thus a bit later.

As we always emphasize, there is no area of life without standardization. In the course of the pandemic, standardization was and still is of exceptional significance because it defines the requirements that personal protection and life-saving equipment should meet. ISO and CEN decided to make available, free of charge, standards for personal protection and specialist equipment used during the fight against COVID-19. PKN made these standards available also at the request of the Ministry of Health. Our observations suggest that this action has not contributed to an increase in the number of manufacturers – production of protection means and equipment is not easy to start, and reliable manufacturers who operate on the market had already acquired those standards. We are all waiting for a return to 'normality'. Will this 'normality' be the same as the one before the pandemic?

Tomasz Schweitzer, PhD Eng

President of the Polish Committee for Standardization

Ladies and Gentlemen,

The year 2020 will live in our memory for a long time.

The global pandemic caused by the SARS-CoV-2 coronavirus brought unexpected changes: restrictions on movement, cancellation of scientific, cultural, and sporting events, ban on assemblies, compulsory isolation... Universities and schools were closed, many employees were ordered to work remotely, and families were separated to protect their loved ones. But the difficult time of restrictions and constraints also brought – yes! – an impulse for development. Virtual tours of museums, live theatre performances on the Internet, remote learning, online shopping on an unprecedented scale, new online training courses and conferences – all those things rapidly gained importance, shaping a new reality.

Changes occurred also in our standardization environment. In 2020, the Standardization Council of the 5th term began working, and honoured me with re-election as President. Thank you once again for the trust placed in me. I accept the Council's decision with respect and gratitude, seeing it as proof of recognition of my (and the entire previous term's Council's) commitment to the matters of PKN. Also, I am convinced that in the new composition and in the new reality (online meetings), the Council of the 5th term will be as effective as before in supporting PKN in its activities aimed at fulfilment of its statutory goals.

PKN's activities are long-term and are being carried out consistently, despite many changes happening and difficulties appearing. In PKN's strategy for 2021–2030, which has been approved by the Standardization Council, one of the objectives is popularization and promotion of standardization, in particular including education about standardization, which has for years been an important element of PKN's promotional activities, and which is persistently and successfully being provided.

Activities aimed at promoting standardization and knowledge of standardization, especially in the important area that is education, but also for the benefit of various industry-related communities (conferences, workshops, competitions, training courses, etc.), is one of the most important objectives of the Committee's information policy. Much has been achieved in this area (dissemination of information about standardization and the role of standards through modern communication tools, PKN's websites, thematic web pages, social media, online broadcasts, communication platforms), but there is still much to be done. The Standardization Council of the 5th term will be fully committed to supporting PKN in this area.

When writing about PKN's consistent, long-term activities, one must not fail to mention the constant ensuring of efficient organization of standardization work, including adjustment of rules for participation in the work of Technical Bodies to changes that are occurring in the global, European, and national standardization systems. PKN's activities in this field deserve great recognition.

This consistency in fulfilment of tasks and, at the same time, the ability to adapt to the requirements of the pandemic reality of the recent months, are certainly thanks to the excellent cooperation between PKN's management and employees, as well as the efforts of all Standardization Council members. I thank you for your joint effort, commitment, determination and, taking this opportunity, wish you much, much health!

Professor Stanisław Tkaczyk, PhD hab. Eng

President of the PKN Standardization Council

PURPOSE, VISION, MISSION AND ACTIVITIES OF PKN

PURPOSE

▶ 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.

photo PRASERT / Adobe Stock

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 customers (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 Technical Bodies 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".

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 the national standardization body 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 (KTs), so it tries and aims to avoid controlling the work of KTs 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 work should be initiated and costs should be incurred by appropriate ministries. PKN informs the interested ministers that the budgets they have should be used to finance such work, as a voluntary standardization system is characterized by a decentralized financing arrangement.

External Audit of the Integrated Management System

Based on the 2020 internal audits, conformity of the Integrated Management System with PN-EN ISO 9001:2015-10 and PN-EN ISO/IEC 27001:2017-06 requirements may be presumed. An independent formal assessment was carried out by external auditors from The Polish Centre for Testing and Certification S.A. (PCBC) on 9–16 October 2020. This was the first supervisory audit conducted by auditors from PCBC.

The results of the audit confirmed that both the Quality Management System and the Information Security Management System meet the requirements of PN-EN ISO 9001:2015-10 and PN-EN ISO/IEC 27001:2017-06 for a randomly selected sample of documents and records, and are continuously being improved. No non-compliances were found in any of the audited areas. The auditors requested PCBC to maintain the validity of the IMS certificate. On that basis, the Management Board of PCBC took a decision on maintaining the validity of the Integrated Management System certificate for PKN until 3 November 2022.

The auditors identified the following strong points of the IMS at PKN:

► the management's strong involvement in Project ZPN/1/2019 concerning the new IMS structure including: development of the strategy for 2021–2030, linking annual objectives to the long-term strategy and activities, optimization of the structure of processes and methodology of process management including documentation and analysis of processes;
► multiple channels for obtaining feedback from the customer – in the scope of customer satisfaction monitoring;
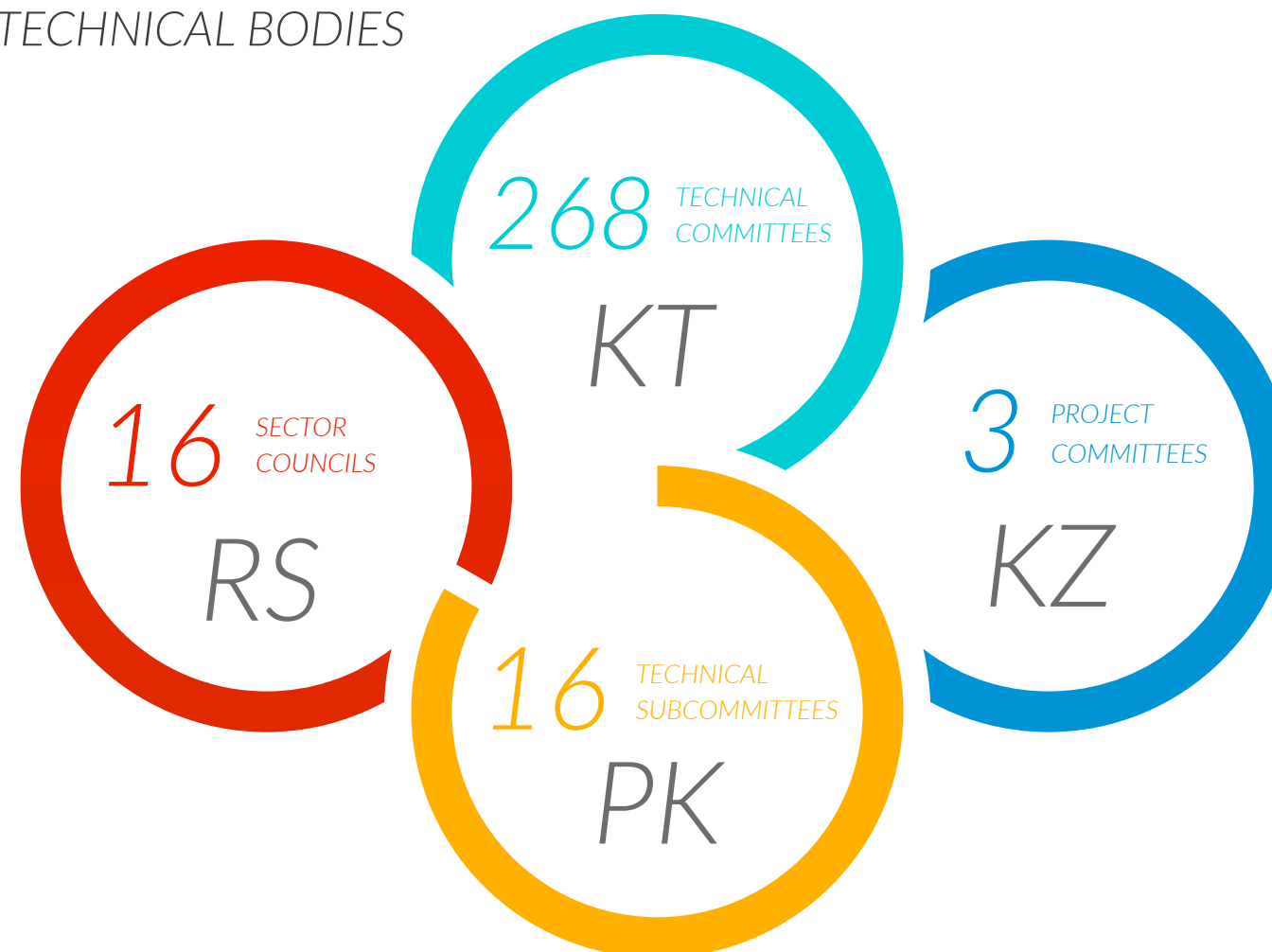► preparation of the concept of an IT system (Customer Service Portal).
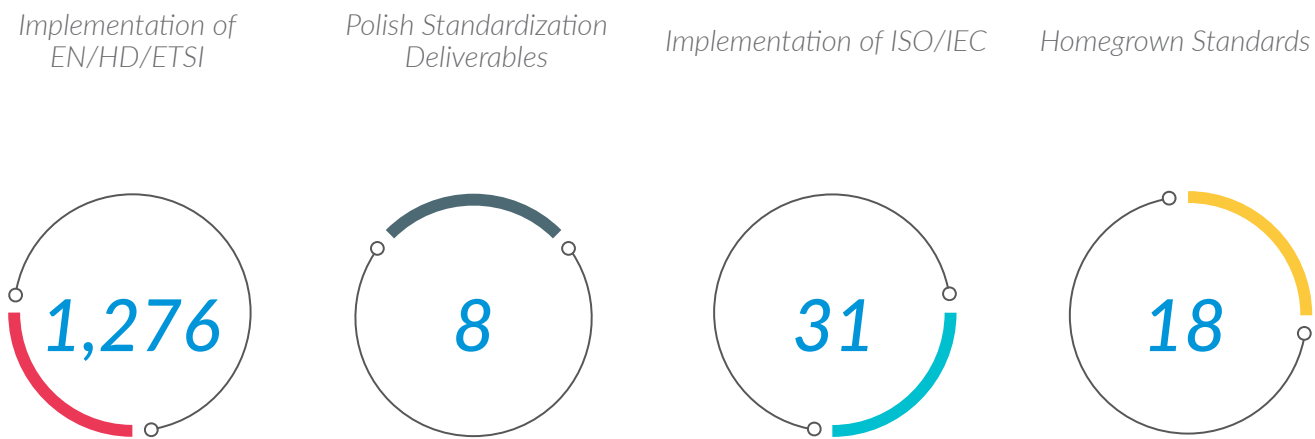
STANDARDIZATION

IN SECTORS

SBD
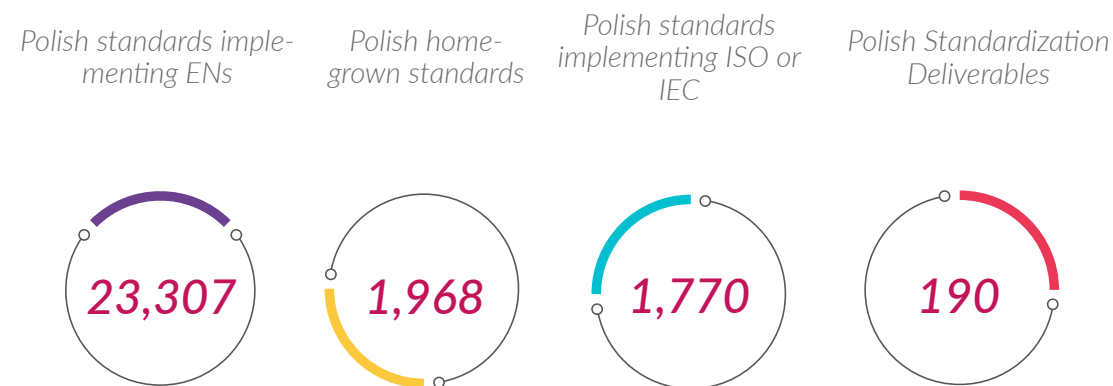Construction and Building Structures Sector

SCH
Chemistry Sector

SEK
Electronics Sector

SEL
Electrical Sector

SRZ
Food, Agriculture and Forestry Sector

SET
Electrotechnical Sector

SGR
Mining Sector

SHT
Metallurgy Sector

SLT
Logistics, Transport and Packaging Sector

SMC
Machinery and Engineering Sector

SOB
Defence and Public Security Sector

SPU
Consumer Products Sector

SNI
Nanotechnology and Innovation Sector

STI
Information Technology and Communication Sector

SUS
Services Sector

SZŚ
Health, Environment and Medicine Sector

SZP
Basic Problems and Management Systems Sector

TECHNICAL BODIES

268 TECHNICAL COMMITTEES
KT

16 SECTOR COUNCILS
RS

3 PROJECT COMMITTEES
KZ

16 TECHNICAL SUBCOMMITTEES
PK

photo Ken Hurst/e / Adobe Stock

PKN in numbers

STANDARDIZATION DELIVERABLES PUBLISHED IN 2020

Implementation of EN/HD/ETSI	Polish Standardization Deliverables	Implementation of ISO/IEC	Homegrown Standards
1,276	8	31	18

1,333

THE WHOLE SET OF STANDARDIZATION DELIVERABLES*

Polish standards implementing ENs	Polish home-grown standards	Polish standards implementing ISO or IEC	Polish Standardization Deliverables
23,307	1,968	1,770	190

27,235

* as of 31/12/2020

NUMBER OF ENTITIES IN KTs

Organizations, business entities, commercial companies **935**

Higher education institutions and science **107**

Technical and research organizations **96**

Government administration agencies **62**

Professional organizations **44**

Employers' organizations **30**

Other **6**

Consumer organizations **2**

1,282

NUMBER OF ENTITIES IN KZs

Organizations, business entities, commercial companies **1**

Consumer organizations **1**

Employers' organizations **2**

Higher education institutions and science **1**

Technical and research organizations **1**

Professional organizations **1**

Government administration agencies **6**

13

The President of PKN appointed **111** entities as members of **83** Technical Committees (KTs), who declared **158** KT memberships, which means that some of the **111** entities applied to more than one KT. **103** entities with **133** KT memberships were dismissed. **54** entities (**66** KT memberships) declared complete withdrawal from the work in TBs.

Appointments to KTs in 2020 by sector
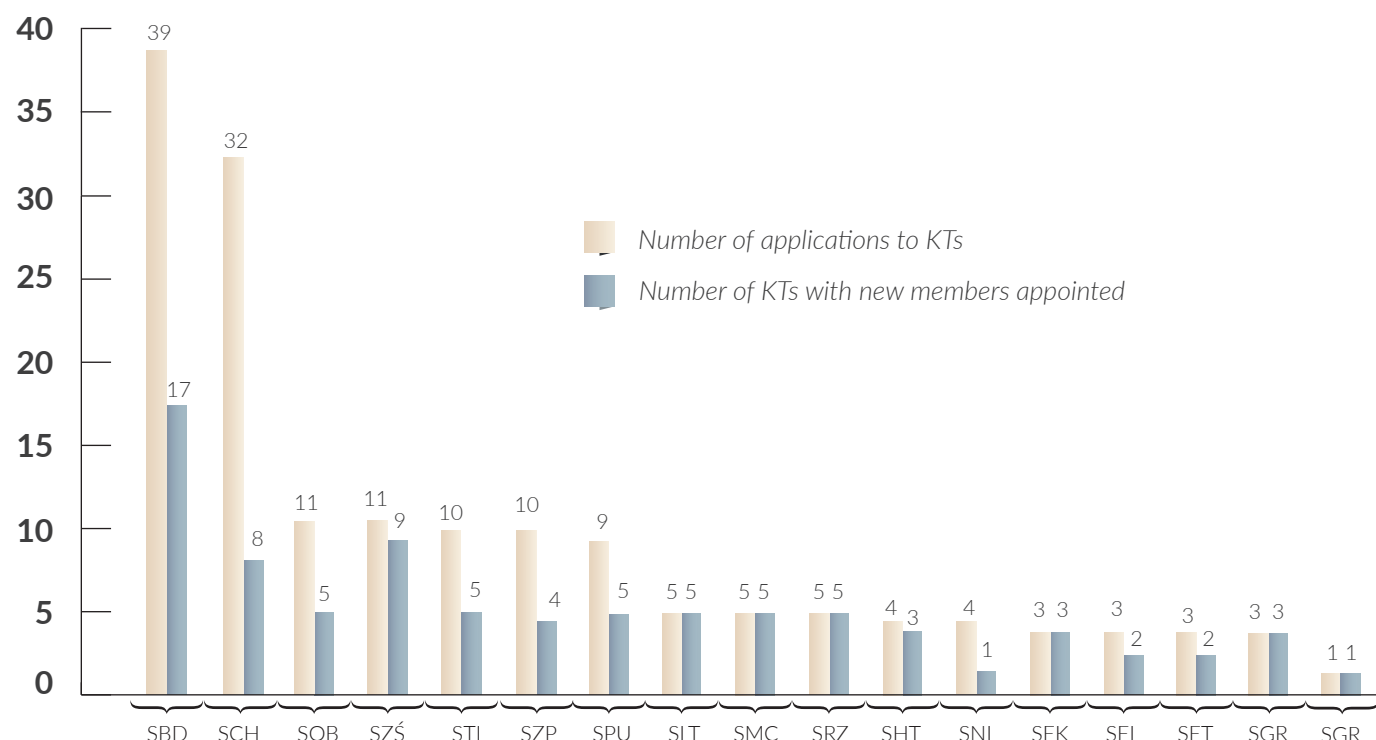
By the end of 2020, **3,558** people representing **1,282** entities participated in the work of **268** Technical Committees – **3,159** KT applications.

By the end of 2020, **13** entities through **27** representatives participated in the work of **3** KZs.

An updated list of Technical Bodies can be found at https://pzn.pkn.pl/tc/#/technical-bodies

Participation of SMEs in standardization work

By the end of 2020, the representation of SMEs (entities with maximum 250 employees) was as follows:
► on Technical Committees (KTs) – 49.1%;
► on Project Committees (KZs) – 7.7%;
► on Technical Subcommittees (PTs) – 40.4%.

Overall, the participation of SMEs in KTs/KZs/PKs is as follows:
► microenterprises – 205 entities (365 TB applications);
► small enterprises – 186 entities (284 TB applications);
► medium-sized enterprises – 249 entities (468 TB applications).
In total, in 2020, SMEs were members of 249 Technical Bodies, including:
► 238 – KTs;
► 1 – KZs;
► 10 – PKs.

The largest group of KT members are entities from the group of organizations, business entities, and commercial companies (72.9% of members), i.e. 51.8% of KT applications. Nearly 70% (i.e. 67.3%) of them are small and medium-sized enterprises that are interested in work at one or two KTs (they have applied only to one, or to two KTs).

Like in previous years, the greatest activity of SMEs can be seen in the following Sectors: Construction and Building Structures (SBD), Consumer Products (SPU), and Electrical (SEL).
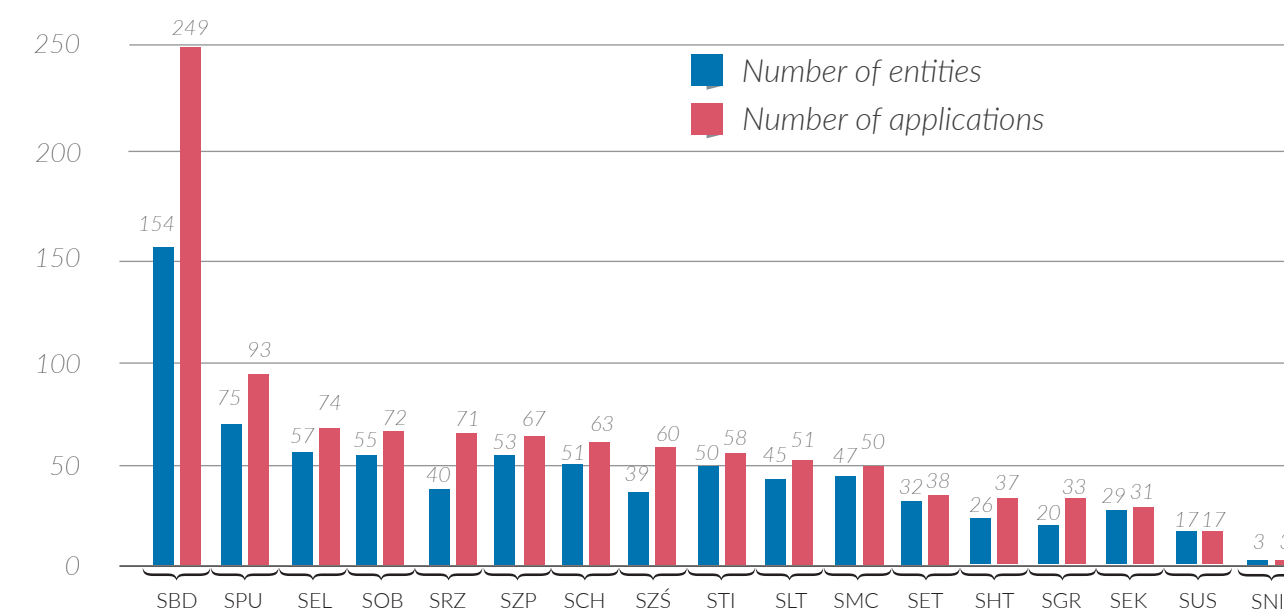
Number of entities and SME applications to KTs in 2020 by WPN sector

Work program and development of standards

PKN's standardization work program is created based on the work programs of Technical Bodies that operate under PKN, in accordance with the priorities set by the Standardization Council.

According to Resolution of the Standardization Council No. 18/IV/2018 of 11 December 2018, the priority tasks in standardization work to be completed in the years 2019–2022 are:

► ensuring consistency of the national system of standardization with the European and international systems of standardization;

► fulfilling the agreed needs of the stakeholders, first and foremost translation of European Standards, with particular attention to the needs for translation of harmonized standards;

► fulfilling the agreed needs of the stakeholders with regard to national standardization, with particular emphasis on KT requests for developing homegrown Polish Standards following their notification, and submitting drafts of homegrown Polish Standards to European and international organizations as proposals for new subjects.

Standardization work is financed from the budget and the pool of funds for contracted services. PKN's standardization work program includes items that concern the introduction of the following into the collection of Polish Standards:

► European Standards (EN);

► International Standards (ISO, IEC);

► European and international Standardization Deliverables;

► Homegrown Standards;

► Polish Standardization Deliverables (PDNs).

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 are added to the collection of Polish Standards.

PKN's standardization work program is published on PKN's website in real time.

Review of PNs and withdrawals of standards

PKN takes care to keep the collection of Polish Standards up to date. At the beginning of each year, a PN review is announced, which covers PNs published 5, 10, 15, 20, and 25 years before. In 2020, the review covered standards published in 2014, 2009, 2004, 1999, and 1994.

Technical Bodies relevant to the specific subject matter are authorized to verify the up-to-dateness of Polish Standards. As a result of the review, a decision on further proceedings is made:

► the standard is up-to-date (in the case of correction of errors / addition of national elements, it requires development / alteration);

► the standard is to be amended;

► the standard is to be withdrawn.

In 2020, the review covered 869 standardization subjects.

As a result of the conducted review:

► 619 PNs remained valid;

► 56 PNs need to be updated or amended;

► 194 PNs have been withdrawn.

Overall, as a result of the 2020 review and completion of the post-review actions agreed in 2019, 218 outdated PNs were withdrawn from the collection of Polish Standards. Most standards were withdrawn in the following WPN sectors: SRZ – 64, SLT – 29, SMC – 24, SCH – 19, SPU – 15.

Cooperation with European and international standardization organizations

IEC

PKN COOPERATES WITH 174 TECHNICAL COMMITTEES (TCs) AND SUBCOMMITTEES (SCs)

IN THE WORK OF 109 WORKING GROUPS THERE WERE 71 EXPERTS FROM POLAND INVOLVED

In 2020, PKN issued opinions on a total of 1,073 IEC working documents, including 613 relating to TCs/SCs of which PKN is a "P" member. PKN issued opinions on 622 draft standards. Content-related or editorial remarks were submitted with respect to 66 working documents, including 26 draft standards.

Membership of IEC in 2020

Membership	Committees (TC)	Subcommittees (SC)	Total (TC and SC)
Participant ("P")	33	17	50
Observer ("O")	72	52	124

ISO

PKN COOPERATES WITH 628 TECHNICAL COMMITTEES (TCs) AND SUBCOMMITTEES (SCs)

IN THE WORK OF 189 WORKING GROUPS THERE WERE 145 EXPERTS FROM POLAND INVOLVED

In 2020, PKN issued opinions on 3,768 ISO working documents, including 3,281 relating to TCs/SCs of which PKN is a "P" member. Last year, 1,217 positions for voting on draft standards were submitted to ISO. Remarks were submitted with respect to 117 deliverables.

Membership of ISO in 2020

Membership	Committees (TC)	Subcommittees (SC)	Total (TC and SC)
Participant ("P")	62	152	214
Observer ("O")	151	263	414

CEN

IN THE WORK OF 339 WORKING GROUPS THERE WERE 304 EXPERTS FROM POLAND INVOLVED

Opinions were issued on a total of 3,414 CEN working documents, including 1,597 draft European Standards – at the survey and formal voting stages. Content-related or editorial remarks were submitted with respect to 144 working documents, including 90 drafts at the survey and formal voting stages.

CENELEC

IN THE WORK OF 29 WORKING GROUPS THERE WERE 29 EXPERTS FROM POLAND INVOLVED

Opinions were issued on 740 CENELEC working documents, including 721 draft European Standards – at the survey and formal voting stages. Content-related or editorial remarks were submitted with respect to 39 drafts.

ETSI

PKN SUBMITTED ITS POSITIONS ON 68 DRAFT ETSI (prETSI EN) STANDARDS

PKN Awards

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.

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.

photo Einar / Adobe Stock

The 2020 Laureates

Standardization Compass

Iwo Jakubowski – employee of the Office of Technical Inspection (UDT) and the Transportation Technical Supervision (TDT). He has been actively involved in the crane industry for over 50 years, striving for development of national and international standardization. He has been operating at ISO/TC 96 Cranes since 1988. During the last 30 years, he has been engaged in the efforts of Subcommittees ISO/TC 96/SC 5 Use, operation and maintenance, ISO/TC 96/SC 6 Mobile cranes, ISO/TC 96/SC 7 Tower cranes, ISO/TC 96/SC 9 Bridge and gantry cranes, ISO/TC 96/SC 4 Test methods, and ISO/TC 96/SC 2 Terminology (occasionally also at ISO/TC 96/SC 3 Steel wire ropes), actively participating in the development of International Standards for, inter alia, crane inspections. In 2017, he prepared the draft ISO/DIS 9927-3 Cranes – Inspections – Part 3: Tower cranes for the inspection of tower cranes. He participated in the work of Subcommittee ISO/TC 96/SC 5 regarding ISO 23813:2007 Cranes – Training of appointed persons (Qualification and verification requirements for candidates for crane inspectors and operational supervisors). He also took part in the work on draft ISO/FDIS 23853 Cranes – Training of slingers and signallers. He prepared draft amendment to the above-mentioned standard, which was adopted without any comments in 2017. At the ISO/TC 96/SC 2 meeting in 2017, he proposed that ISO 4306-1:2007 be supplemented with additional terms, e.g., names of working links used on bridge and gantry cranes, on wheel tracks that operate above nuclear reactors. He chaired the 2017–2018 annual plenary meetings of ISO/TC 96 Cranes in China and ISO/TC 96/SC 4 Test methods in Japan. Also, he attended the 2019 plenary meetings of ISO/TC 96 and its subcommittees in London. The meeting of ISO/TC 96/SC 2, inter alia, adopted for implementation the draft of the next edition of ISO 4306-1 supplemented with the new definitions proposed by Mr Jakubowski.

Since the early 90s, he has been partaking in the efforts of Technical Committee CML (Machines, Lifts and Cranes) of the European Confederation of Organ-

From left: T. Schweitzer, I. Jakubowski, S. Tkaczyk

From left: T. Schweitzer, M. Maślanka, S. Tkaczyk

izations for Testing, Inspection Certification and Prevention – CEOC Int. Moreover, he is a member of the above-mentioned Confederation's Board of Directors.

In the years 2006–2009, he was a member of KT 101 Cranes, their Assemblies and Components operating at the Polish Committee for Standardization. Afterwards, i.e., from 2009 to present, he has been representing the Transportation Technical Supervision (TDT) at said KT. In 2014, he served as Chairman of the above-mentioned KT. He actively participates in the work of the Committee by giving opinions on projects and participating in project groups. He is a deliverables expert and a WG expert.

The Łukasiewicz Research Network – Institute for Engineering of Polymer Materials and Dyes – Paint and Plastics Department

The Institute for Engineering of Polymer Materials and Dyes ("the IMPiB Institute") has been actively supporting Polish standardization since 1993 through its involvement in standardization work at national, European, and international levels.

The Institute collaborates with the Chemistry Sector and the Machinery and Engineering Sector through active membership of nine KTs (140, 141, 155, 168, 175, 184, 186, 240, 319) and through running the secretariats of four KTs:

▶ KT 140 Plastic Pipes and Fittings;

▶ KT 168 Plastic Products;

▶ KT 175 Paints and Varnishes;

▶ KT 240 Machinery and Equipment for the Processing of Plastics and Rubber Compounds.

Work carried out at the secretariats is done in accordance with the art of standardization, in a fully professional manner, and by the deadlines set in schedules. Secretaries of the above-mentioned KTs are characterized by conscientiousness, diligence, competence, and care for the entire standardization process – from its preparation, assessment, and agreement, to the surveying and voting on draft standards and standardization deliverables.

Two employees of the Institute serve as chairpersons of KTs (140 and 175). Their many years of experience, reliability, knowledge of the industry, timeliness, and professional approach ensure a high quality of the KTs' work.

The Institute's experienced staff actively partakes in standardization work at European and international levels. This is particularly important considering the wide range of European and international cooperation of Technical Committees. Said cooperation involves:

▶ 15 CEN committees;

▶ 36 ISO committees.

Employees of the Institute actively engage in preparing of national positions on deliverables of ISO/TCs of which the KTs are participant members (ISO/TC 35/SC12, ISO/TC 138; ISO/TC 138/SC1, ISO/TC 138/SC2, ISO/TC 138/SC3, ISO/TC 138/SC4, ISO/TC 138/SC5, ISO/TC 138/SC6, ISO/TC 138/SC7, ISO/TC 138/SC8). An employee of the Institute is also an expert in three CEN Working Groups (CEN/TC 155/WG 13, CEN/TC 155/WG 6, and CEN/TC 155/WG 14).

For years, the Institute has been actively supporting the creation of homegrown standards and standardization deliverables. Representatives of IMPiB also get involved in the process of developing Polish language versions of ENs, e.g., acquiring funds for the making of translations. They actively work as translators as well as verifiers of working drafts of PNs. Draft Polish Standards and standardization deliverables prepared with the participation of the Institute's staff are always of high quality – both content-related and formal.

The many years of experience, competent scientific staff, and awareness of the benefits of common use of standards make the Łukasiewicz Research Network, Institute for Engineering of Polymer Materials and Dyes, a valuable and reliable partner for the Polish Committee for Standardization.

EDUCATION

ABOUT STANDARDIZATION

The objective of PKN's educational activities is to promote standardization and help to introduce standardization essentials into schools and teaching curricula, mainly at vocational schools and higher education institutions.

Secondary education

The 8th Nationwide "Standardization and Me" Competition was addressed to students and teachers from secondary schools (20 February 2020). The theme of the competition was "Transport of the future powered by standards". Students in the competition prepared works in three categories: comic strips, essays, and videos, while teachers developed lesson plans.

The competition was intended to:

▶ disseminate – among the young generation – the conviction that technical standards and standardization play an important role in everyday life;

▶ draw the students' attention to the difference in the approach to the application of standards;

▶ encourage teachers to introduce standardization topics and information on the role of standards into their lessons.

The Awards Gala of the 8th Nationwide "Standardization and Me" Competition, which was planned to be held during the 9th "Standardization at School" Conference, did not take place due to the pandemic.

The above-mentioned initiative received:

▶ honorary patronage of: the then Minister of National Education, Mayor of the City of Warsaw, and Voluntary Labour Corps (OHP);

▶ methodological support from: Centre for Education Development, Computer Assisted Education and Information Technology Centre in Warsaw, National Centre for Agricultural Education in Brwinów, Łódź Centre of Teacher Training and Vocational Education;

▶ media patronages (press, radio, websites): "Perspektywy", Inteligentne miasta.pl, Urbnews.

"Standardization and Me" competition
Second place: Kamil Komar

"Standardization and Me" competition
Third place: Marta Marczuk

"Standardization and Me" competition
Third place: Paulina Kołak

Meetings and seminars

The need to raise standardization awareness was incorporated into the teaching curricula for vocational schools introduced by the Regulation of the Minister of National Education in May 2019. Issues related to the basics of standardization and conformity assessment were introduced in 215 professions.

1. In order to support schools and teachers of vocational professions, PKN held a webinar entitled "Standardization at school" (14 October 2020), which was attended by 28 people.
2. In cooperation with Teacher Training Centres throughout Poland, PKN conducted training courses for teachers of vocational subjects. 157 teachers participated in the training courses.

Higher education institutions

In the winter semester, a seminar entitled "Economic and legal aspects of standardization" was conducted for students of the third semester of full-time studies at the Faculty of Civil Engineering and Transport of Poznań University of Technology. The lectures were attended by 189 students.
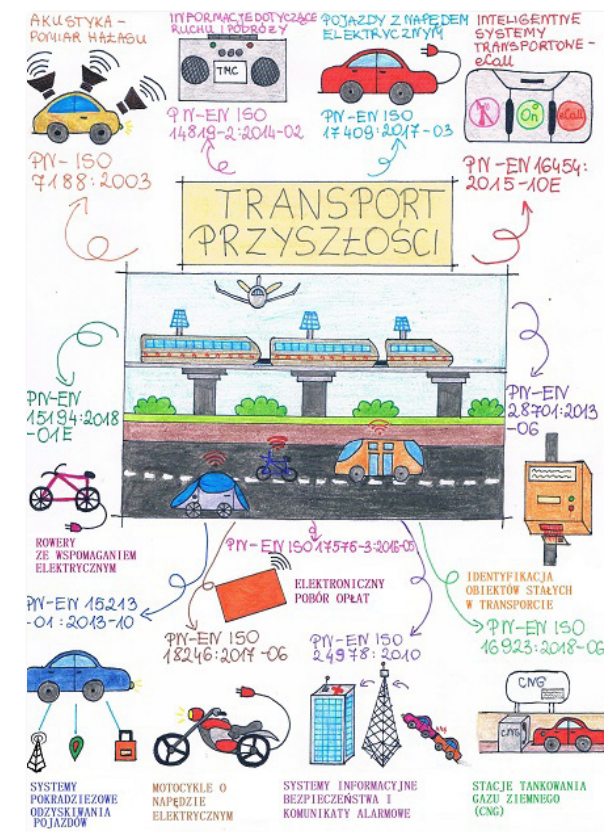
In 2020, nine higher education institutions received all Polish Standards at preferential prices under cooperation agreements.

Polish Standards are made available by PKN on an FTP server, from where they are downloaded by higher education institutions. In the case of two of them, standards are accessed via the WIEDZA platform, which is automatically updated and does not require any work on the part of the institutions.

At eight Higher Education Institutions, PKN conducted a second-party Information Security Management System audit (one HEI received a certificate of using a third-party ISMS).

EXTERNAL RELATIONS

INTERNATIONAL RELATIONS

PKN's participation in the most important international and European events, as well as international initiatives undertaken by PKN.

The activities of the Polish Committee for Standardization at the European and international levels include cooperation with international and European standardization organizations as well as coordination of tasks connected with negotiating, signing and performing bilateral agreements and arrangements 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. Also, PKN is a national standardization organization at ETSI – European Telecommunications Standards Institute. Thanks to membership in these organizations, PKN enables Polish stakeholders to be actively involved in the work of European and international standardization 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 those organizations. In 2020, PKN's delegates participated in: 84th IEC General Meeting, 54th and 55th ETSI/NSO Meeting, and the Annual Session of CEN-CENELEC. They attended meetings of: the CENELEC Administrative Council (CLC/CA), CEN and CENELEC General Assemblies (CEN/AG and CENELEC/AG), CEN and CENELEC Technical Councils (BT), as well as the CEN and CENELEC Administration Council Policy Working Group. They took part in the European Forum of Standard Distributors (EFSD), PR Roundtable, and meetings of: the CENELEC Technical Council working group CLC/BTWG 128-3 "BT Efficiency", CEN-CENELEC Technical Councils working group CEN-CLC/BTWG 12 "Harmonized standards and the European Regulatory framework", and CEN-CENELEC Technical Councils working group CEN-CLC/BTWG 14 "Rules & Processes". A representative of

PKN also attended meetings within the CEN-CENELEC Crisis Management Network – a body established to counteract the effects of COVID-19, as well as meetings of the CEN-CENELEC European Policy Hub – Brussels Arm.

All those meetings were held remotely for safety reasons dictated by the COVID-19 pandemic. Due to the pandemic, the ISO General Assembly was cancelled and moved to September 2021, while decisions required by the statutes were made by mail.

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).

In May and September 2020, representatives of PKN took part in new editions of workshops conducted by DanSense. This is a Danish consulting company hired by the European Commission to support implementation of the Commission's policy in the area of the referencing of standards in public procurement documents in order to create more efficient and transparent procurement processes. The workshops organized by DanSense are the result of the work under Joint Initiative on Standardization (JIS) Action 11.

At the request of the Ministry of Health and pursuant to the decisions of the management authorities of CEN and CENELEC, in March 2020 PKN made available free of charge a collection of standards identified as tools necessary to support the fight against the COVID-19 pandemic.

A representative of PKN actively participated in the work of the CEN-CENELEC COVID-19 Crisis Management Network. It had been established in April 2020 by decision of the CEN-CENELEC Presidential Committee.

At the invitation of the IEC President, a PKN representative participated in the work of a task force dedicated to transforming the governance structure of the International Electrotechnical Commission to reflect the organization's current needs and meet future challenges.

Bilateral cooperation

Bilateral cooperation in 2020 was marked by the COVID-19 pandemic. Administrative restrictions mainly concerning traveling, including a general obligation to quarantine after a trip, as well as the introduction of the so-called lockdowns (closing of entire countries and their economies by administrative decisions), could not remain without influence on the international activity of many institutions, including PKN. Despite such unfavourable conditions and impeded communication between standardization bodies of many countries (a widespread, rapid shift to remote working, which affected both stakeholders involved in standardization processes and standardization bodies), the Polish Committee for Standardization successfully undertook and carried out many bilateral activities in the international arena.

Cooperation with the German standardization body (DIN)

In February 2020, four PKN experts participated in a training course on creating XML documents, which was held at the headquarters of the German national standardization body Deutsches Institut für Normung (DIN) in Berlin. During the course, PKN employees got acquainted, among others, with the way in which DIN prepares new standardization deliverables, including those in XML format. The Polish Committee for Standardization is planning a switch to the XML format too, and the training of PKN experts at DIN's office in Berlin was a step preparing for commencing the process of transition to the new format.

Memorandum

On the initiative of PKN, the Polish and German (DIN) standardization bodies extended – until 31 May 2024 – the cooperation agreement that had been in force since December 2015. Before the extended agreement expires, the Polish Committee for Standardization (PKN) and two German standardization bodies, i.e., DIN and DKE, intend to negotiate and prepare for signing another agreement that will replace the current one, this time in a trilateral format involving joint participation of both German standardization bodies and PKN. At present, PKN has two separate agreements with DIN and DKE.

Cooperation with BelGISS

Cooperation between PKN and BelGISS, i.e., the Research and Development Republican Unitary Enterprise "Belarusian State Institute for Standardization and Certification" is proceeding smoothly. Both parties are successfully implementing the commercial agreement concluded in 2019, under which PKN granted BelGISS the right to use Polish Standards, including their sale in the Republic of Belarus. In July 2020, the parties concluded the second annex to said agreement. The annex needed to be signed due to technical changes affecting the ongoing operation of the agreement, which occurred on the Belarusian side.

Cooperation with Ukraine

In 2020, the management of PKN undertook efforts to extend the agreement on cooperation in the field of standardization that the Committee had concluded with the Ukrainian standardization body State Enterprise "Ukrainian Scientific Research and Training Center for Standardization, Certification and Quality Problems" (UkrNDNC). The agreement concluded in 2016 between PKN and UkrNDNC expires in March 2021. In December 2020, an official letter was sent to the Director of the Ukrainian standardization body containing proposals to either extend the existing agreement unchanged or to conclude a new agreement if the Ukrainian side deems that necessary.

Correspondence with Polish government offices

PKN's cooperation with national standardization bodies that are not members of European standardization organizations was the main subject of PKN's correspondence with Polish central offices. The ex-change of letters between the management of PKN and the ministries primarily concerned the regularly held meetings of bilateral commissions for economic cooperation between Poland and non-EU countries. In the case of the Ministry of Foreign Affairs, the correspondence mainly pertained to reporting on activities in the field of Development Cooperation. In letters to central offices, the Polish Committee for Standardization informed them about its independently undertaken activities in the international arena, as well as about the status of bilateral cooperation on technical policy and standardization between PKN and national standardization bodies of countries that do not belong to European standardization organizations.

Cooperation with the ministry responsible for the economy, in the Standards Committee (Regulation 1025/2012)

In 2020, two working meetings of the European Commission Standards Committee were held. The second meeting was held remotely due to the ongoing COVID-19 pandemic. Participation of the PKN representative in the meetings of this body was of an advisory nature. On the Polish side, the member of the Committee is a representative of the ministry responsible for the economy.

This form of participation makes it possible to present the national position that reflects the needs of national standardization and stems from the consensus of all the stakeholders, as well as to monitor the execution of the EU's European standardization policy by the European Commission. In this respect, the main area of cooperation in 2020 concerned analysis and assessment of requests for standardization under draft implementing decisions of the European Commission.


photo lifeistock / Adobe Stock

Activities in Poland

Tasks aimed at promotion of the voluntary standardization system, e.g. by preparing and coordinating the participation of PKN representatives in conferences, seminars, etc., processing requests for the patronage of the President of PKN, updating the contents of the Bulletin of Public Information (BIP), PKN's website and wiedza.pkn.pl, maintaining PKN accounts on social media, and publishing the "Wiadomości PKN. Normalizacja" monthly.

Polish Standardization Day

The Polish Standardization Day (Dzień Normalizacji Polskiej, DNP) was established in 2010 on the initiative of the President of the Polish Committee for Standardization. DNP falls on May 20th. It is an opportunity to promote the idea of voluntary standardization and to highlight the benefits of using standards. Also, it is a way to honour all the people and entities actively involved in Polish standardization, including government administration agencies, business organizations, and those devoted to science and technology.

In the time of restrictions caused by the SARS-CoV-2 virus pandemic and limitations on the organizing of events, a decision was made that the DNP conference would be moved to 14 October and that it would be held online. Therefore, on 14 October, both the Polish Standardization Day and the World Standards Day were
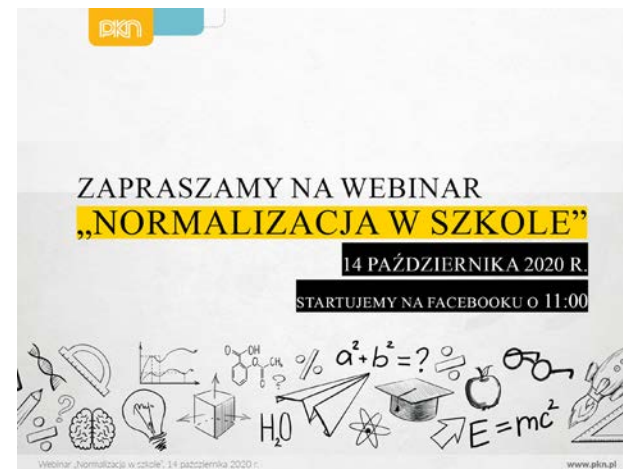
celebrated. The conference was dedicated to teachers, the standardization system being discussed in the context of education. And so, the event coincided also with the celebration of the National Education Day.

Participants in the discussion included Tomasz Schweitzer, PhD Eng – President of PKN, Ewa Zielińska – Deputy President for External Relations and Sales, and Teresa Sosnowska – Deputy President for Standardization. The webinar was moderated by Anna Komar – Director of PKN's External Relations Department.

The President of PKN described the standardization system in Poland, paying particular attention to the fact that not only young people benefit from standardization. Standards are for everyone. Regardless of the chosen

From left: E. Zielińska, T. Schweitzer, T. Sosnowska, A. Komar

career path, standards are relevant to everyone: an entrepreneur, trader, employee of a production or service company, civil servant in central or local government administration, teacher. And, above all, the consumer.

President Ewa Zielińska detailed the rationale behind introducing standardization to schools, and discussed PKN's activities that develop social awareness of standardization. She drew attention to the many initiatives of PKN aimed at young people: programs, national and international workshops, competitions. Also, she emphasized the supporting role of PKN in the cooperation with vocational teachers, who previously did not use standards in their lessons.

Practical use of standards in everyday and professional life was discussed by President Teresa Sosnowska. She pointed out the aspect of remote work that is so important these days when our lives have moved to the virtual reality, also at schools. Ms President emphasized that the area of new technologies is developing at light speed, thus creating a new space for standardization activities. It is therefore important to get involved in the work of Technical Committees. Education should be consistent with the modern economy and with development of entrepreneurship and qualifications necessary in the professional work of each of us. The contents of standards are regularly updated. Standards always keep up with scientific and technical progress, and standardization sets the prospects and possibilities of professional work in national, European, and international dimensions, while taking into account the various possibilities of personal development and career.

Advertising campaign

To meet the needs of the current situation where many activities are carried out online, a decision was made to promote PKN training courses. The aim of the campaign was to disseminate information about the offer of traditional training courses and online training courses. LinkedIn, which plays a large role in business relations, was chosen as the channel of communication. According to data published by this platform, more than 30 million companies have a company account on LinkedIn, and 91% of managerial staff have indicated this channel as their first choice when searching for expert content.

Activity: sending sponsored messages to a strictly-defined target group.

The campaign took place in November.

PKN's image-building activities

1. "Wiadomości PKN. Normalizacja" 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 European Union, and elsewhere in the world. Every issue of the monthly includes articles about standardization of important areas of the economy.

"Wiadomości PKN. Normalizacja" popularizes standardization matters, draws attention to current trends and novelties in standardization works, and addresses problems stemming from future challenges in the field of standardization.

In 2020, due to the global pandemic situation, the monthly presented standardization activities and solutions contributing to the fight against COVID-19. The monthly also dealt with topics of broadly-defined innovation, which is booming in the time of the pandemic.

2. Social media

The Polish Committee for Standardization is successfully developing its activity on social media as regards the broadly-defined information and promotion. Thanks to information channels such as Facebook, Twitter, or LinkedIn, PKN can be more visible, follow the trends, and even set new directions for interaction with its stakeholders and supporters. It is able to quickly react to the activity of the community that is brought together by its social media profiles, and conduct communication at various levels depending on the needs and assumed objectives.

During the pandemic, social media have played a significant role in communicating information and promoting national and international standardization efforts aimed at combating the coronavirus. They have also become a very important channel for maintaining and developing contacts with users in a situation where epidemic restrictions rapidly intensify.

Activities on social media

Preparing and publishing standardization texts about important topics:
► an announcement about standards being made available free of charge for the time of the pandemic to help combat the SARS-CoV-2 virus, technologies used during the pandemic, digital teaching and learning in the future;
► information about interesting topics (e.g. improvement of business continuity management systems, personal data security and protection, artificial intelligence, use of robots, business relations management, cooperation, industry 4.0, sustainable development of cities, and circular economy);
► communication of current standardization matters (amendments to standards, establishments of new KTs, publications of important documents);
► information about matters connected with PKN (publication of new issues of "Wiadomości PKN", the PKN brochure, work advertisements, information about the organized training courses, webinars, the "Standardization and Me" competition, etc.).

Involvement in the nationwide campaign "Consciously Buy Polish Products" by publishing materials on social media, the Wiedza platform, and PKN's website. The aim of the campaign was to increase the awareness among Poles of the importance of conscious purchasing decisions. Buying products of domestic origin supports entrepreneurs, farmers, and companies operating in Poland, as well as local governments. The campaign was prepared by the Ministry of Agriculture and Rural Development together with the National Support Centre for Agriculture.

Sharing the posts and campaigns of international and European standardization organizations (ISO, IEC, CEN, and CENELEC).

Based on the ISO, IEC, CEN, and CENELEC campaigns, preparing our own ones and making them available on our sites (of course with the consent of said organizations).

Statistics
► FB: 854 followers, 719 profile likes;
► Twitter: 203 followers, 55 followed;
► LinkedIn: 653 followers.

photo Urupong / Adobe Stock

Social media are a platform for quick and effective information exchange and contact. They allow to build a lasting and valuable relationship with current and future recipients of the presented content, which translates into a positive image of the company and strengthens trust.

3. PKN information brochures

▶ "Standardization at school for teacher and student"

For many years, the Polish Committee for Standardization has been incorporating into its activities the objectives and needs related to education policy. To paint a picture of the benefits of standardization education for all beneficiaries – teachers, students, and schools – PKN prepared the "Standardization at school for teacher and student" brochure. Promoting among the young generation the conviction about the significant role of standards, technical regulations, and standardization itself in everyday life, as well as encouraging

teachers to introduce standardization subject matter into their lessons, form the basis for making an effective connection between the world of education and the world of standardization. Nowadays, this connection is particularly important because standardization has been included in the core curricula of vocational education, by Regulation of the Minister of National Education of 16 May 2019, pursuant to which the effect of education in 215 professions is to be knowledge of basic issues of standardization and conformity assessment.

Standardization as a subject of education is a challenge because it requires individual commitment and knowledge. The role of PKN in this scope is to help teachers and support them in imparting standardization knowledge. The brochure contains information about PKN's activities for standardization at school as well as the benefits for students, teachers, and schools in connection with addressing and learning

about the issues of standardization. What is more, it encourages cooperation with PKN and undertaking joint initiatives in the field of standardization education.

▶ "PN Conformity Mark"

The PN Mark is a voluntary mark of conformity awarded by the Polish Committee for Standardization after ascertaining that a product or service meet all the requirements provided for in the relevant standard(s). Together with the PN Mark, a PN certificate is issued that confirms conformity of the product or service with the requirements laid down in the Polish Standard.
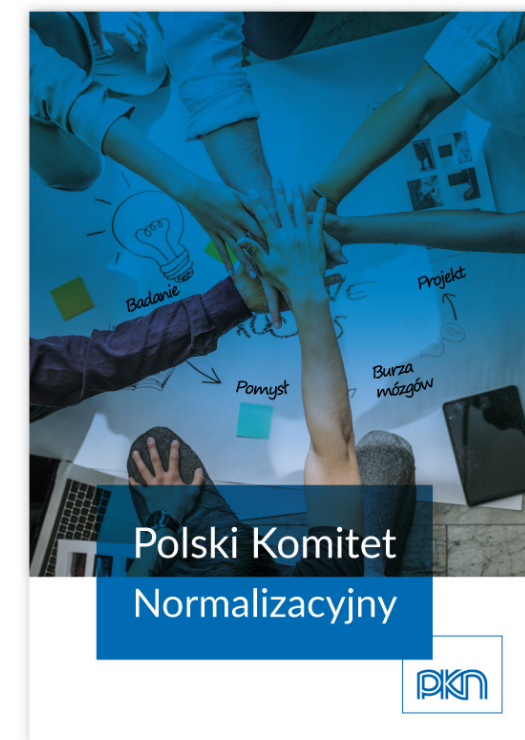
The brochure is a collection of information about the PN Mark and the voluntary certification service performed by PKN. Only a PN Mark placed on a product or its packaging guarantees that the marked product is safe and that the product's manufacturer, who voluntarily submitted the product for assessment of conformity with the requirements of the Polish Standard, deserves complete trust of the consumer, therefore, PKN promotes and encourages applying for the PN Mark certificate.

▶ "The Polish Committee for Standardization"

PKN's task is to organize standardization work in Poland, cooperate with European and international standardization organizations, publish and distribute standards and other standardization products, as well as to organize and conduct training, publishing, promotional, and informational activities concerning standardization and related fields.

The brochure contains, inter alia, information on the activities of PKN, the objectives of standardization, and the benefits of using standards.

Activities undertaken by PKN shape it as: a community of experts and specialists, support for national tech-

nical policy, participant in European and international standardization activities, and independent organization.

Cooperation with partners of PKN

PKN has been cooperating for years with numerous entities in the organization of various events. In 2020, due to the epidemiological situation, many of the meetings were either cancelled or postponed until 2021. Others were held online.

In January 2020, the President of PKN participated in the "Energy storage" panel organized by the National Chamber of Commerce as part of the Economic Opening of the Year 2020.

In March, as part of the 12th TIME Economic Forum, representatives of PKN took part in three panels:

1. Architecture of transmission networks – T. Sosnowska, Vice-President in Charge of Standardization. One of the discussed issues was how to more efficiently use existing network and hardware resources, thus allowing faster digitization of workplaces in offices, warehouses, production halls, and in the field.

2. Digital money in Society 5.0 – T. Mazur, Head of the Information Technology and Communication Sector at PKN. The discussed issues included the current and expected regulations concerning digital currencies, their development, advantages and disadvantages. Participants pondered about whether a digital currency will be the money of Industry 4.0.

3. What role do International Standards play in reducing the risk of cyberattacks and ensuring cybersecurity? The role of norms and standards in networked economy – discussion attended by T. Schweitzer, President of PKN.

On March 4, at PKN's head office, a meeting was held with members of the Polish Bicycle Association, during which Vice-President E. Zielińska discussed the standardization system in Poland and in the world, and W. Mazurek talked about the basic issues concerning Polish Standards, taking into account the bicycle indus-

Participants of the 12th TIME Economic Forum
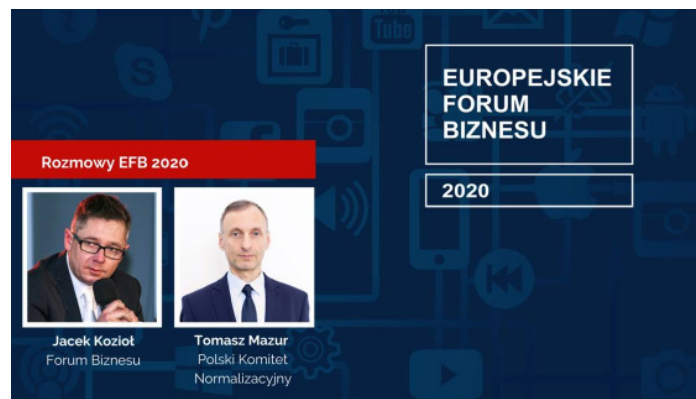
Participants of the European Business Forum

Participants of the European Business Forum

try. Representatives of the Association also discussed standards in the field of bicycles and their changes in the era of new products and technologies.

Also in March, at the National Institute of Telecommunications, Vice-President T. Sosnowska partook in the opening of Poland's first Laboratory for the Assessment of the Safety of ICT Products compliant with the "Common Criteria" standard.

In November, representatives of PKN participated in panels of the European Business Forum (EBF) under the slogan "How to win against the crisis?". This time, the EBF was held online. During the debates and panel discussions, topics were raised that are important to all industries, i.e., topics related to management in the time of crisis, optimization of working time, corporate social responsibility, cooperation between business and sport, as well as cooperation between science and business.

► "Science and business. Knowledge as competence in the job market". Debate about universities in the time of pandemics. Cooperation of science and business, education at universities, and expectations of employers – E. Zielińska, Vice-President of PKN.

► "Tendencies in managing the development of a company during the pandemic. Standardization and business continuity management". The requirements of ISO 22301 Business Continuity Management, which has been available in Polish since early 2021, fit into the context of management during the pandemic. What is this standard, and why is it worth reaching for? – J. Skwarek, President's Plenipotentiary for the Integrated Management System.

► "New trends in company development management in the time of the pandemic – innovations, IT market" – discussion with T. Mazur, Head of the Information Technology and Communication Sector.

Workshops

"Young Professionals in Standardization" – a free-of-charge series of webinars.

Workshops are aimed at broadening the knowledge on standardization and on PKN's activities, as well as at encouraging young specialists to get even more involved in European and international standardization. The workshops were intended for representatives of TB members up to 37 years of age. 110 people participated in three meetings.

Subject matter of the webinars:

► 10 November – What do I need to know about standards?

► 24 November – How to take part in European and international standardization?

► 8 December – Basic information on harmonized standards.

PKN's patronages

PKN was the honorary patron or content partner of the following events:

► County Schools Standardization Knowledge Competition. Secondary School Complex No. 3 in Krotoszyn;

► 12th "Central European Digital Payments" International Conference – Warsaw 2020;

► 22nd International Fair of Analytical and Measurement Techniques EuroLab 2020, Warsaw;

► Regional Standardization Knowledge Competition. Complex of Secondary Schools in Siedlce;

► 2nd Regional Standardization Knowledge Competition. Łódź Centre for Teacher Training and Vocational Education, Łódź;

► 27th International Petrol Station Trade Fair, Warsaw;

► Conference of ISO/IEC JTC1/SC27 Information Security, Cybersecurity and Privacy Protection – "The Future of Standards in Cybersecurity", Warsaw;

► "Autumn school of industrial safety" conference, Wisła;

► European Business Forum. 14th edition of the Quality International program, Katowice;

► 4th Regional Standardization Knowledge Competition finals. Vocational School Complex in Starachowice;

► Recommendation of PKN – 2nd Conference of Logistics Specialists, Warsaw.

PKN PRODUCTS

AND SERVICES

Sales of PNs and other Polish deliverables, excluding sales under a subscription in shared form: paper, PDF on a CD, and a downloadable PDF. Customers can make purchases using the online store and the catalogue of products available there, or by placing individual orders in the store also on the customers' own company forms.

Sales of foreign and international standards and other deliverables are based on individual customer orders.

Subscription – a service that involves monthly delivery of newly published Polish Standards and standardization deliverables according to the domains of ICS groups and subgroups selected by the customer. 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 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 customer based on their needs. For the term of the agreement, the customer 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 the collection of Polish Standards (PNs) 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 work – a service of sales of information about the results of standardization work on request and under a subscription.

Certification – a service of certification of conformity with Polish Standards, which involves the conducting (by PKN, or by a certification body authorized by the President of PKN) 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 a vehicle and equipment, in particular in a payment processing system, pursuant to the provisions of PN-EN ISO 14816.

photo tippapatt / Adobe Stock

Sales of products and services in thousands of PLN gross

Sales of PNs, PDNs, and other Polish deliverables excluding sales under a subscription	7,824
Online standards (Normy On-line)	1,374
PN subscription	357
Sales of standards and other foreign and international deliverables	406
e-Access (e-Dostęp)	478
Reading Room (Czytelnia)	115
Results of standardization works and the special issue of "Wiadomości PKN"	6
PN Mark certification	9
CS1 Registration	0
Cooperation with higher education institutions	161
Classroom training	34
E-learning	5
Information services	9
Reprints	0.4
Total sales	**10,778.4**

Training courses

Training courses for external customers

In 2020, PKN's training offer was enriched with online training courses.

Completed online training courses

► Rules of conducting remote first- and second-party audits compliant with PN-EN ISO 19011:2018-08;
► The essentials of Polish standards and standardization deliverables.

Completed traditional open training courses

► Internal auditor of Information Security Management Systems, in accordance with PN-EN ISO/IEC 27001:2017-06.

E-learning

► Conformity assessment and certification;
► Marketing of construction products and plant-based production control;
► From ISO 9001 to a quality management system;
► Training for TB members and representatives of TB members;
► Training for TB secretaries;
► Training for WG experts.

Figures

Training type	Number of training courses completed	Number of training participants
Traditional open training*	7	51
e-learning	6	34
Total	**13**	**85**

*These also include online training courses introduced in 2020.

Activities related to customer service and provision of information

▶ In 2020, 741 written inquiries were answered. The answers contained information about 1,033 standards;

▶ as part of the ABAK service, 894 foreign standards were updated;

▶ hotline service – simple information – in Warsaw;

▶ contact form support (835 requests).

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 PDF. A master PDF is used to distribute them in the selected form:

▶ file downloaded directly by the customer in the on-line store, access to the file through the e-Standard (e-Norma) service or the Standards library (Biblioteka norm) application;

▶ 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 PDF after they have been approved and after publishing work has been completed, while those in German and French are prepared at the customer's request.

Historical standards used to be scanned to PDF to supplement the collection. In 2020, the supplementation of the collection with the missing PDFs containing historical PNs was completed.

In 2020, the electronic collection of PNs and PDNs was expanded by PDF versions of 1,771 PNs/PDNs, including 369 in Polish (P), 1,378 in English (E), 21 in German (D), and 3 in French (F).

Status of the collection of Polish Standards and Polish Standardization Deliverables in PDF, as of 31/12/2020

- Homegrown PNs
- PN-EN/HD/I-ETS/ETS/ETSI
- PN-ISO/IEC
- PDN
- Additional elements
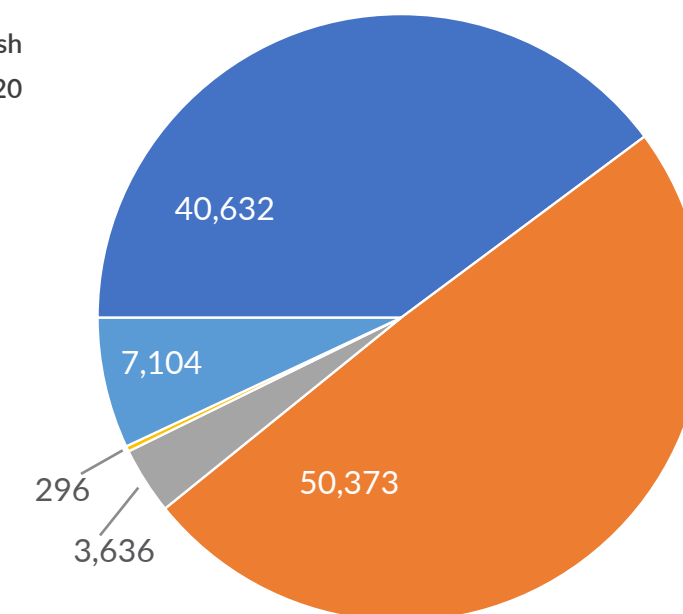
40,632

7,104

50,373

296

3,636

Increase in the collection of Polish Standards and Polish Standardization Deliverables in PDF, as of 31/12/2020

Type of deliverable	Number of PDFs containing PNs/PDNs 2020
Homegrown PNs	170
including:	
newly approved PNs	18
scans of historical PNs	152
PN-EN/HD/I-ETS/ETS/ETSI	1,305
including:	
version E	1,121
version P	161
version D	21
version F	2
PN-ISO/IEC	31
including:	
version E	13
version P	18
PDN	8
including:	
version E	5
version P	3
Additional elements	257
including:	
version E	239
version P	17
version F	1
Total	1,771
including:	
version P	369
version E	1,378
version D	21
version F	3

Status of the collection of PNs and PDNs in electronic form*

| Type of deliverable	Number of PDFs
Homegrown PNs	40,632
PN-EN/HD/I-ETS/ETS/ETSI	50,373
including:	
version E	32,876
version P	15,853
version D	1,532
version F	112
PN-ISO/IEC	3,636
including:	
version E	75
version P	3,561
PDN	296
including:	
version E	149
version P	143
version D	4
Additional elements	7,104
Total	102,041

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

Increase in the collection of Polish Standards and Polish Standardization Deliverables by type and language version

- Homegrown PNs
- PN-EN/HD/I-ETS/ETS/ETSI
- PN-ISO/IEC
- PDN
- Additional elements

1,305
170
257
8
31
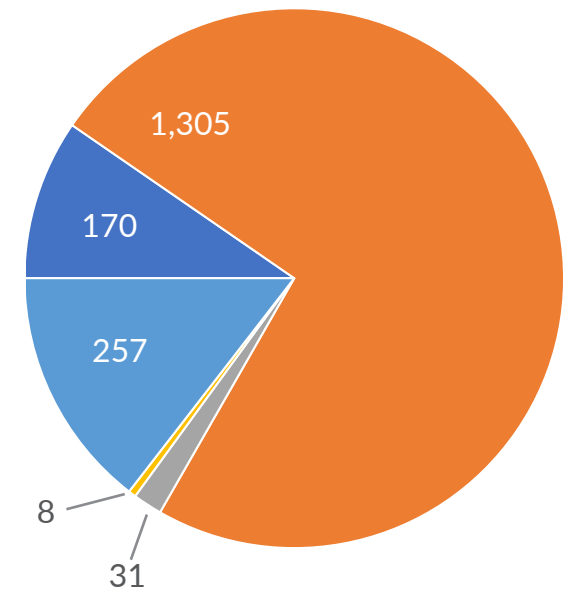
- PNs and PDNs in the English language version
- PNs and PDNs in the Polish language version
- PNs and PDNs in the German language version
- PNs and PDNs in the French language version
- Historical PNs published before 1997

1,378
152
3
21
217
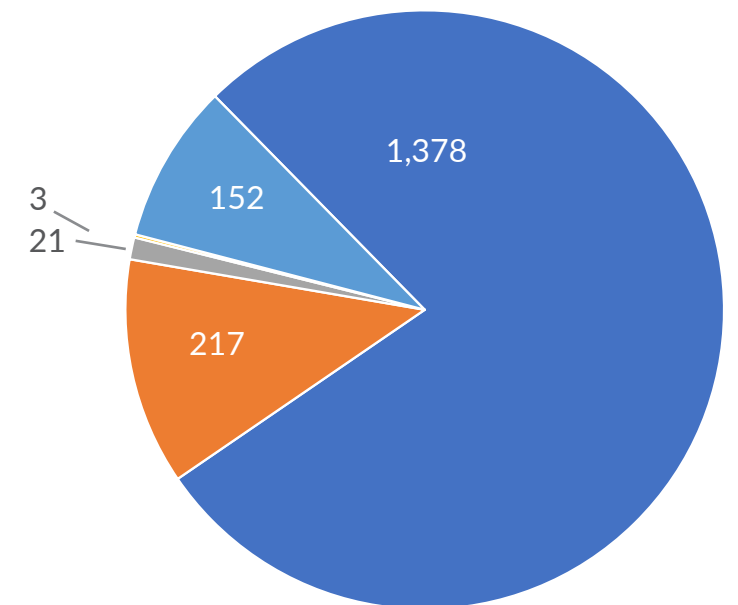
The collection now includes all the deliverables in Polish and English language versions (both current and withdrawn), as well as those in German and French language versions ordered by customers.

As of 31 December 2020, there were 31,439 current PNs/PDNs together with additional elements, including:

► 11,909 in the Polish language version;
► 19,061 in the English language version;
► 444 in the German language version;
► 25 in the French language version.
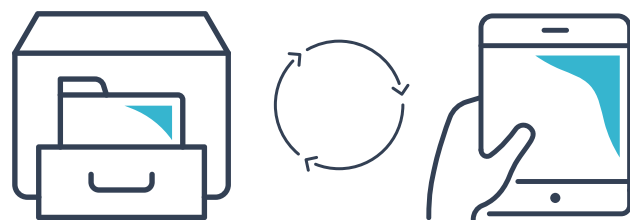
Virtualization of the PN/PDN collection

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;
► when searching for terms and definitions in Polish in the DIN-TERM terminology base.

In 2020, the following were converted to the XML format:

► 217 newly published PNs/PDNs in the Polish language version;
► 1,378 valid PNs/PDNs in the English language version.

As of 31/12/2020, the PN and PDN collection in XML format included 32,540 deliverables and contained all the current PNs and PDNs in the Polish and English language versions published until the end of 2020.

In 2020, the following were moved to the Archive:

1,522 (including 504 electronic) folders of standards plus alterations and amendments without folders – List of PNs/PDNs withdrawn in 2018.

Ongoing work concerned Lists of PNs/PDNs withdrawn in 2019–2020: **2,417** (1,047 electronic) folders of standards were being prepared for moving to the Archive.

The master collection of PNs/PDNs being moved to the Archive in 2019–2020 included:

9,617 – Homegrown standards: N, O, P, R, S, T, V, W
22,783 – PN implementations of ENs and ENVs (being prepared for moving).

At European and international levels, work has been going on for a long time to ensure interoperability and a common working environment for members and experts of Technical Committees / Technical Bodies. These efforts have resulted in the common format of NISO STS standards and the modern and coherent FONTOXML working environment.

In order to prepare for those changes, PKN took actions aimed at development and implementation of a modification to the PZN system in the scope of automatic generation of pages of Polish Standards / Polish Standardization Deliverables. Work on the modification was completed, and solutions adopted as a result of the modification were implemented into the production environment in June 2020.

The modification contributed to streamlining the work of the Standardization Publications Department, as well as to eliminating the publishing errors that, before, would sometimes happen spontaneously at the stage of production. The data format was properly prepared for the structure of the NISO STS XML file, which will be an intermediate file in the newly created Repository of documents.

FINANCE

Execution of the financial plan

The following constitute the legal basis for the financial management and accounting at PKN:

1. Accounting Act of 29 September 1994 (i.e. Journal of Laws 2019, item 351, as amended);
2. Public Finance Act of 27 August 2009 (i.e. Journal of Laws 2019, item 869, 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 (i.e. Journal of Laws 2020, item 342, 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 (i.e. Journal of Laws 2014, item 1053, as amended);
5. Financial instruction at the Polish Committee for Standardization;
6. Accounting policy at the Polish Committee for Standardization.

In 2020, financial management was based on the Annual Plan approved by the President of PKN. This plan includes budget expenses and revenues.

Budget revenues

Revenues were planned and achieved in section 750 – Public administration, chapter 75002 – the Polish Committee for Standardization.

Revenues constitute the net amount derived from sales of standardization products. In 2020, PKN transferred to the state budget the amount of PLN 1,967 thousand as value added tax (VAT).

In 2020, thanks to PKN's implementing of harmonized standards, the state budget (Ministry of Finance) received PLN 572 thousand from the European Commission.

Under part 65 of the state budget, PKN obtains revenues from the following sources:

in thousands of PLN

No.	Description	Execution in 2019	Plan for 2020 according to the Act	Execution in 2020	Execution vs. plan for 2020 in %
1.	Proceeds from the sales of Polish Standards, PKN's own publications, information and certification activity	8,149	5,525	7,090	128
2.	Proceeds from license fees for standardization services	1,358	1,137	1,520	134
3.	Proceeds from training	144	30	30	100
4.	Sales of assets	4	0	0	-
5.	Standards on request	76	60	63	105
6.	Proceeds from various sources	726	500	662	132
7.	Interest	6	0	32	-
	Total:	**10,463**	**7,252**	**9,397**	**130**

Total sales 2019			Total sales 2020		
month	net	gross	month	net	gross
January	989,303	1,212,794	January	871,221	1,070,527
February	917,858	1,126,320	February	907,896	1,115,075
March	897,922	1,100,441	March	690,541	847,674
April	800,462	980,853	April	475,233	583,911
May	809,626	993,121	May	526,661	646,829
June	760,398	934,205	June	651,502	800,398
July	713,110	876,539	July	668,041	821,146
August	561,940	689,984	August	632,153	777,199
September	648,811	794,800	September	764,684	938,677
October	862,526	1,057,985	October	804,730	987,694
November	846,636	1,036,005	November	726,226	891,901
December	831,415	1,021,080	December	928,881	1,141,260
Total sales 2019	9,640,007	11,824,127	Total sales 2020	8,647,769	10,622,291

In 2020, PKN's revenues were PLN 9,397 thousand, i.e. 130% of the planned revenues.

The key item in the 2020 revenue structure, amounting to PLN 7,090 thousand, were revenues from the sales of Polish Standards, own publications, as well as information and certification activities. Revenues achieved in this group were higher than planned by 28%, but lower than in 2019 by 13%. A sharp decline in revenues started in March and reached its worst in April and May, which was why PKN reported a reduction in revenue in the materials for the Ministry of Finance for the amendment of the 2020 Budget Act.

However, from June onwards there was an increase in sales, which culminated in August and September (purchases postponed in spring for later) and in December (probably the need to meet cost budgets at companies). Despite the clear increase in sales in those months, the 2019 sales level was not reached. Also, as a result of CEN/CENELEC's decision to provide some of standards helpful in the fight against COVID-19 free of charge, PKN provided documents worth a total of PLN 109 thousand to customers.

Proceeds from fees for licenses for standardization products amounted to PLN 1,520 thousand, which was 134% of the planned value and 112% of the execution value in 2019. In this case, the situation was a little different – sales in August, September, and December were so high that, despite the decrease in April and June, they exceeded the 2019 sales by 12%. This item includes the following products: Online standards (Normy on-line) and e-Access (e-Dostęp), which have only recently been added to PKN's product offer. Revenues executed were higher than those planned for 2020.

Presented below are tables of invoices issued in the years 2019–2020, by month.

Revenues from training courses for external customers in 2020 amounted to PLN 30 thousand, which was 100% of the planned value and 21% of the revenue execution in 2019. This decrease in the 2020 revenues was mainly due to the epidemic situation in the country. The training offer for external customers of PKN for 2020 included 27 items. Most of the offered training courses were traditional training courses organized in PKN's building. Execution of those training courses was prevented by the lockdown imposed in March 2020.

Security rules were introduced at PKN to reduce the risk of SARS-CoV-2 infection, including a ban on meetings in groups of more than 4 people. Execution of traditional training courses was suspended. Online training courses, which are much cheaper, were introduced into PKN's training offer. The uncertain economic situation of enterprises and the pausing of expenditure on staff training contributed to the reduction in revenues from training, too.

Revenues from the development of standards requested by customers was PLN 63 thousand, i.e. 5% higher than planned. In the present economic environment there is a need for the development of homegrown Polish Standards that are original Polish solutions. This is possible on condition that their subject matter is not the interest of European standardization. This is verified by means of a notification whereby stakeholders are advised that a standard is planned to be developed. If European organizations do not report their interest in the subject, the standard may be developed. Draft standards are created by stakeholders using their own funds. Moreover, they cover the costs incurred by PKN in relation to the notification and standard development process. In 2020, PKN concluded 72 contracts for on-request service to be executed in the years 2020–2022, of which 15 contracts were already executed in 2020. In 2020, 74 on-request standards were completed, of which 70 were published and 4 were approved (they will be published in early 2021).

In 2020, proceeds on account of different income lines were PLN 662 thousand, i.e. 32% higher than planned. The above figure included, inter alia, royalties paid by international standardization organizations for the sales of international standards to Polish customers; refunds of legal fees, compensations, and refunds of the previous years' expenses.

In 2020, PKN received interest of PLN 32 thousand on account of late payments.

Budget Expenses

PKN's budget expenses are financed from:
▶ section 750 – Public administration, chapter 75002 – the Polish Committee for Standardization;
▶ section 752 – National defence, chapter 75212 – Other defence expenses.

The planned budget expenses according to the 2020 Budget Act amounted to PLN 35,887 thousand.

Pursuant to Article 177 para. 1 point 3) in conjunction with Article 177 para. 3 point 2) of the Public Finance Act, Article 31 para. 4 of the Act of 2 March 2020 on specific solutions to prevent, counteract and combat COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws 2020, item 1842, as amended), and Decision of the Prime Minister

of 26 November 2020 on blocking state budget expenditures planned for 2020 – on 31 November 2020 current expenditure was blocked in part 65 bp., section 750, in the amount of PLN 354 thousand. This amount, by decision of the Minister of Finance of 25 December 2020, was transferred to part 83 item 74 of the state budget.

In addition, on 21 December 2020, current expenditure was blocked in part 65 bp., section 750, in the amount of PLN 1,701.5 thousand. This amount, by decision of the Minister of Finance of 30 December 2020, was transferred to part 83 item 75 of the state budget.

The plan after the changes introduced in 2020 amounted to PLN 33,831.5 thousand.

Execution of the total planned expenses in 2020 in thousands of PLN

Description	2019	2020		
	Execution	Plan	Execution	Execution in %
1	2	3	4	5
Section 750 – Public administration	33,463	33,828	33,275	98
Chapter 75002	33,463	33,828	33,275	98
A – Personnel expenses	35	35	21	60
B – Total overheads	32,627	33,079	32,542	98
1. Total remuneration	17,011	18,073	18,013	100
2. Remuneration derivatives, write-offs for the Company Social Benefits Fund and the State Fund for the Rehabilitation of the Disabled	3,353	3,656	3,597	98
3. Development and publishing of Polish Standards	834	957	950	99
4. Information activities, sales organization and certification	260	208	186	89
6. External Relations	3,885	3,741	3,711	99
5. Training courses for employees	174	60	56	93
6. Training courses for external customers	79	25	17	68
7. Expenditure on information technology	3,848	3,259	3,156	97
8. Expenditure on maintenance and other	3,183	3,100	2,856	92
C – Capital expenses	801	714	712	100
Section 752 – National defence	4	4	4	100
Overheads:	4	4	4	100