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ANNUAL REPORT



ANNUAL REPORT 2021

REPORT ON ACTIVITIES OF THE POLISH COMMITTEE FOR STANDARDIZATION

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Dear Readers,

Governments, companies, organizations and individuals all faced many uncertainties and difficult questions in the second decade of the 21st century. I am writing this letter in mid-March 2022, when this statement has taken on an even stronger meaning.

Considering the impact of the global pandemic, its effects and, please note, the resulting technical advances, PKN's Strategy Roadmap for the next 10 years has been developed. The Strategy Roadmap is intended to provide an effective response to the challenges of the surrounding environment with a primary purpose of setting the directions for PKN's growth moving forward. The key tasks ahead of PKN in the coming years are:

1. To ensure an efficient organization of standardization work and to provide quality standardization services;
2. To increase active participation in the activities of international and regional standards organizations; and
3. To strengthen the position of PKN as a modern standards body responsive to the needs of the market by holding special interest events in standardization with relevance to education and industry circles.

Work has been initiated to implement the TRADOS Automated Translation system for translating standards to support the standardization work on developing the Polish language versions of Polish Standards (PNs)/Polish Standardization Deliverables (PDNs) implementing European and international standards/deliverables. Once implemented, the system will shorten the lead times for producing Polish language versions of standards, thus improving the availability of standards in Polish and facilitating their application for users. The new system will have an impact on the interoperability of the systems deployed at PKN and will provide a common work environment at the European and international levels.

PKN's efforts to reinforce its positive reputation and build relationships with its stakeholders are reflected in our events and the annual celebrations of the Polish Standardization Day (DNP). This is a celebration of all of us: authors, users and beneficiaries of standards. For most, 2021 was a continuation of remote work. Hence, the 11th Polish Standardization Day was also held as an on-line event around the theme of "Standardization in the Face of New Challenges" and was dedicated to all contributors to the work of PKN/Technical Committees.

As a follow-up to the Polish Standardization Day, another free conference was held as a webinar entitled "How to Manage an Organization in Troubled Times?". During the webinar, experts addressed key issues of standard-based management systems that improve the chances for organizations to successfully overcome trouble, e.g. during the pandemic. PKN also continued with success the workshop series "Young Professionals in Standardization". Its purpose was to enhance practical knowledge about standardization among young people actively involved in the work of PKN's Technical Committees.

2021 was a challenging year for schools but it is education that is at the core of a thriving, informed and modern society. The Polish Committee for Standardization assists educational establishments in teaching the core curriculum in standardization science. In support of schools and teachers of vocational trades in incorporating the fundamentals of standardization into vocational education syllabuses, PKN conducted training in education about standardization targeting teachers of vocational and trades subjects.

Hoping that every challenge can be forged into new opportunities, growth, learning and success, I would like to highlight the achievement of President Ewa Zielińska, who has been elected as CENELEC's Vice-President Policy. This is a token of appreciation for PKN's long-standing international activities.

I do hope that standardization efforts such as these will deliver versatile solutions to help overcome challenges and build a more secure future.

PhD Eng. Tomasz Schweitzer

President of the Polish Committee for Standardization



Dear Readers,

2021 was a time of hard work for both PKN, and the Standardization Council, which I have had the honour of heading for many years. Just as in the previous years, the Council supported the activities of the Polish Committee for Standardization to the extent of its mandate. Those activities were consistent but carried out in the challenging context of pandemic restrictions and amid unforeseeable difficulties.

At the meetings of the Standardization Council in 2021, we discussed multiple issues, but of these, one of the most prominent was IT infrastructure. We must appreciate the fact that PKN's IT infrastructure has proven its worth during the pandemic. At PKN, the level of IT enablement is high enough and reliable enough that the IT systems enable fully effective operation of the Committees and remote standardisation work. It must be said out loud: all runs well and smoothly. At this point, I would also like to stress that the commitment to developing the IT infrastructure is part of PKN's Strategy Roadmap for 2021–2030.

As every year, regular recurring events that PKN has hosted for years took place. The "Standardization Compass" awards were given out again. In 2021, the awards went to Schneider Electric and Prof. Zdobystaw Flisowski. Congratulations!

The activities I have briefly mentioned say little about the day-to-day work and commitment of all PKN's staff and it is the daily work of the entire team that turned into PKN's achievements in 2021. Therefore, I would like to sincerely thank the Management and All Employees of PKN for your efforts and commitment. I know it is not easy at times but as an eminent French writer Denis Diderot once said: "It's better to wear out than rust".

All in all, I believe that despite all challenges, 2021 was a very successful year for the Polish Committee for Standardization!

Professor Stanisław Tkaczyk, PhD hab. Eng.

President of the PKN Standardization Council

Purpose, Vision, Mission and Activities of PKN

VISION

PKN to be regarded as a modern standards body widely recognized in Poland and around the globe, independent and responsive to the needs of the market and providing quality services.

MISSION

To efficiently organize standardization activities in accordance with the European and international practices developed with the active collaboration from stakeholder groups and parties, leading to the promotion of the application of standards and other standardization deliverables in order to:

- ▶ improve the competitiveness of Polish manufacturers and service providers;
- ▶ facilitate trade; and
- ▶ ensure the quality and reliability of products and services.

PURPOSE

- ▶ To ensure an efficient organization of standardization work and to provide quality standardization services;
- ▶ To increase active participation in the activities of international and regional standards organizations; and
- ▶ To develop an IT infrastructure that provides collaborative efficiencies;
- ▶ To raise public awareness of and promote standardization (including education about standardization);
- ▶ To reinforce the role of PKN as an employer that provides a strong work culture and employee development opportunities.



Integrated Management System

For many years, the Integrated Management System (IMS) has provided the framework for management of the Polish Committee for Standardization (PKN). 2021 was another year of continuous improvement in many areas of the Integrated Management System. On 16 March 2021, an annual review of the IMS was carried out by PKN's management. It covered a report on the achievement of PKN's goals for 2020 and a risk analysis for the 2021 goals. On 4 January 2021, the new PKN's Strategy Roadmap for 2021–2030 was published. The Strategy Roadmap was approved by the Standardization Council on 18 December 2020. On top of that, strategic goals and long-term actions to support the implementation of the strategy were updated and approved. In 2021, the operational goals to be achieved by the organizational units of PKN were defined. PKN's goals for 2021 were aligned with the directions for PKN's growth set by PKN's Strategy Roadmap for 2021–2030. The delivery against specific goals was assessed by the designated units with the declared frequency and based on defined metrics. The values achieved were published on PKN's intranet.

External Audit of the Integrated Management System

Based on the 2021 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 of The Polish Centre for Testing and Certification (PCBC) on 2–5 November 2021. This was the second supervisory audit conducted by PCBC.

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 within the Integrated 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 27001:2017-06, and is being continuously improved. The audit and the evidence confirmed the capability of the system to meet the applicable requirements and deliver the expected results and achieve the objectives within the defined scope of the system. 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.

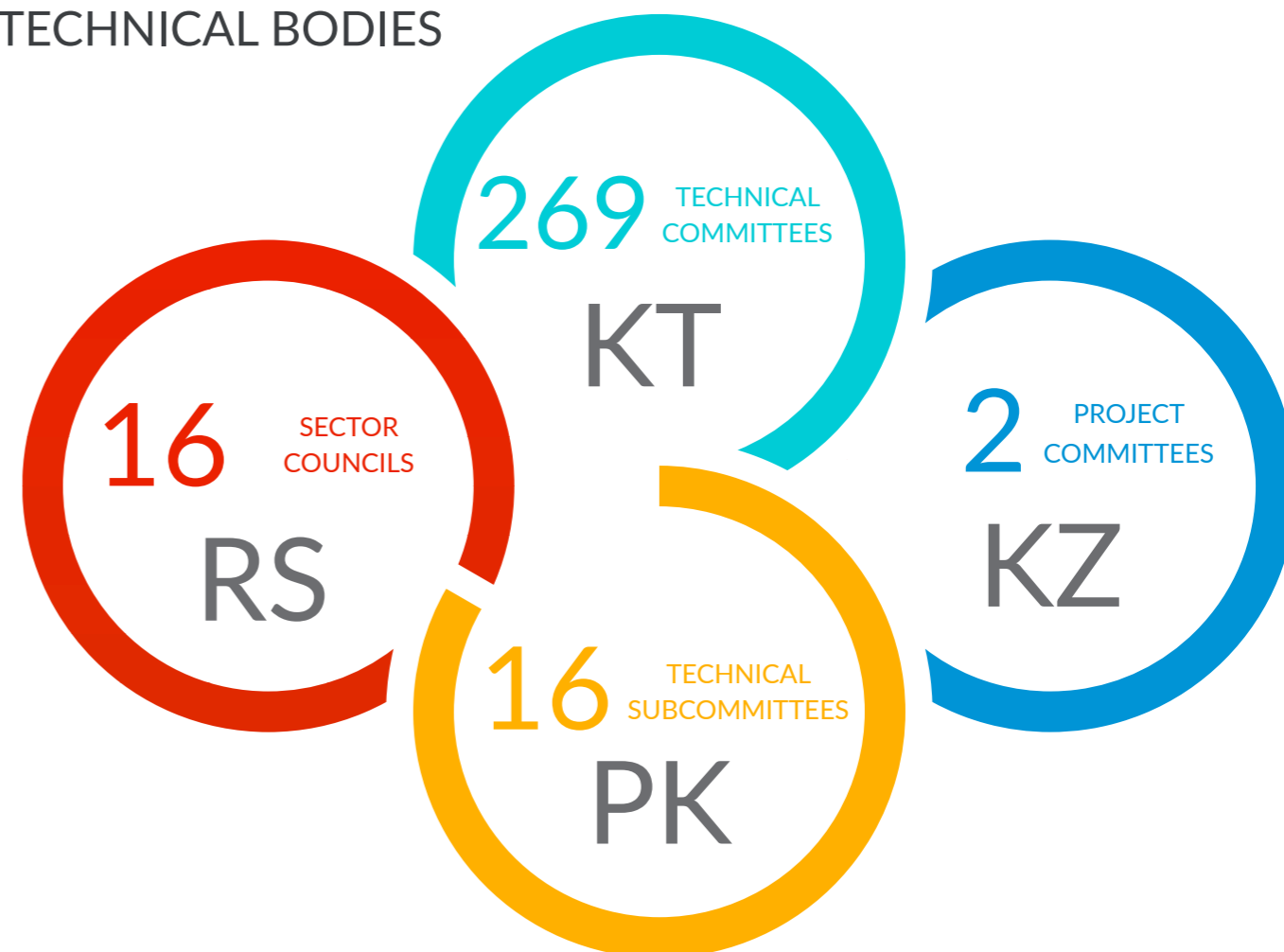
Concurrently, in 2021, PCBC carried out an independent audit to assess compliance of PKN's self-assessment exercise, evaluating compliance with the CEN-CENELEC membership criteria as set out in the Internal Regulations of those organizations. Based on the statements made and the auditor's observations and a review and assessment of the documented information, the audit found no non-compliances or observations and confirmed compliance.





Standardization in Sectors

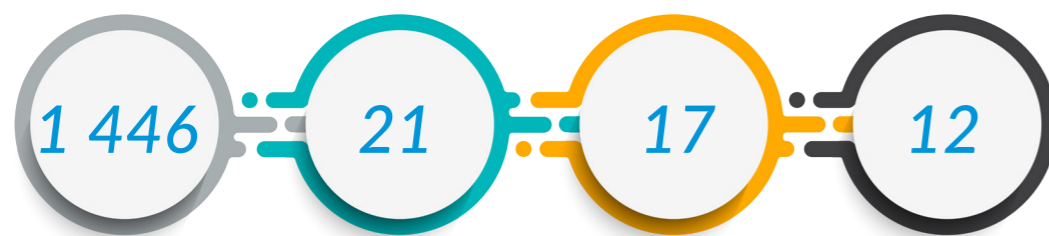
TECHNICAL BODIES



PKN in numbers

Standardization deliverables published in 2021

Implementation of EN/HD/ETSI Polish Standardization Deliverables Implementation of ISO/IEC Homegrown standards



1 496

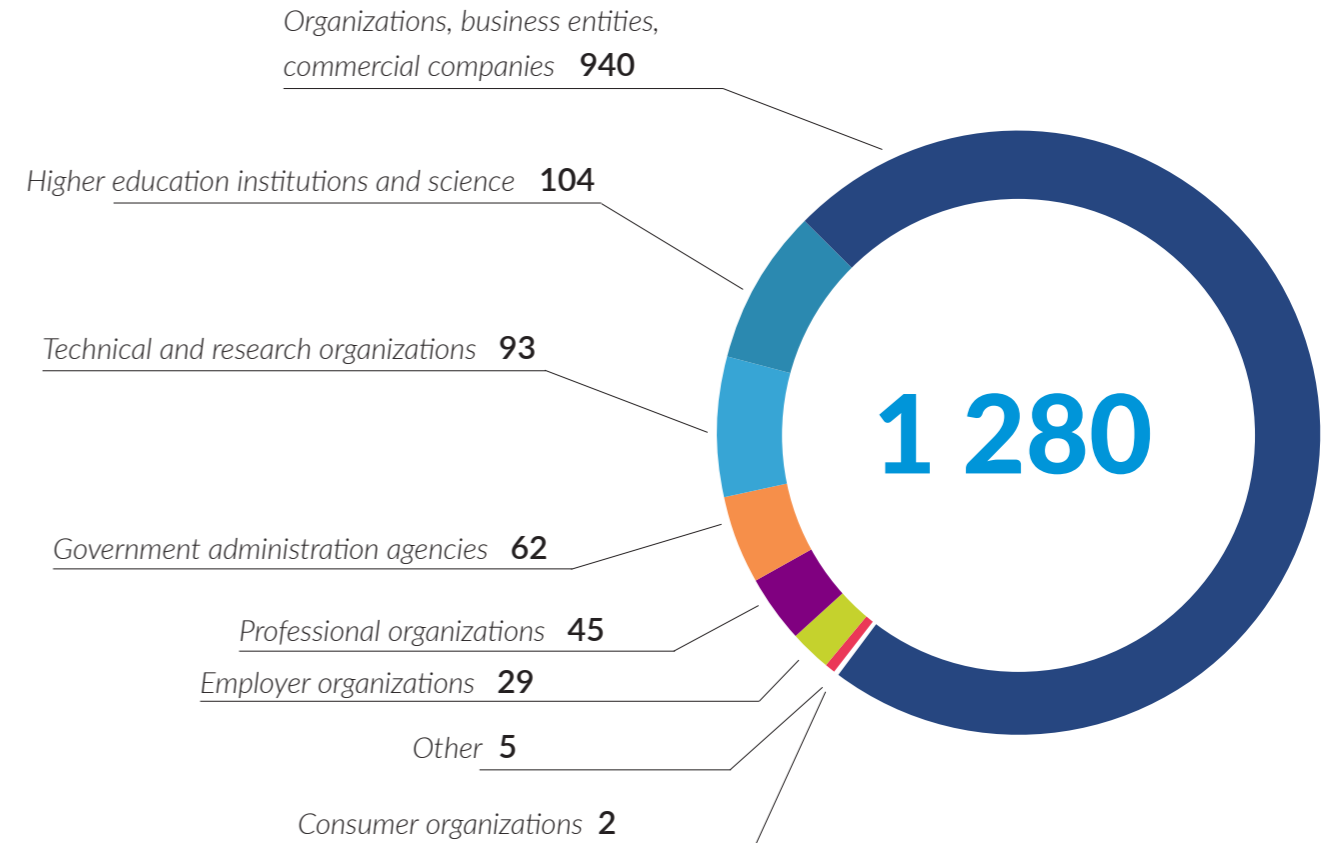
the whole set of standardization deliverables*

Polish standards implementing ENs Polish home-grown standards Polish standards implementing ISO or IEC Polish Standardization Deliverables

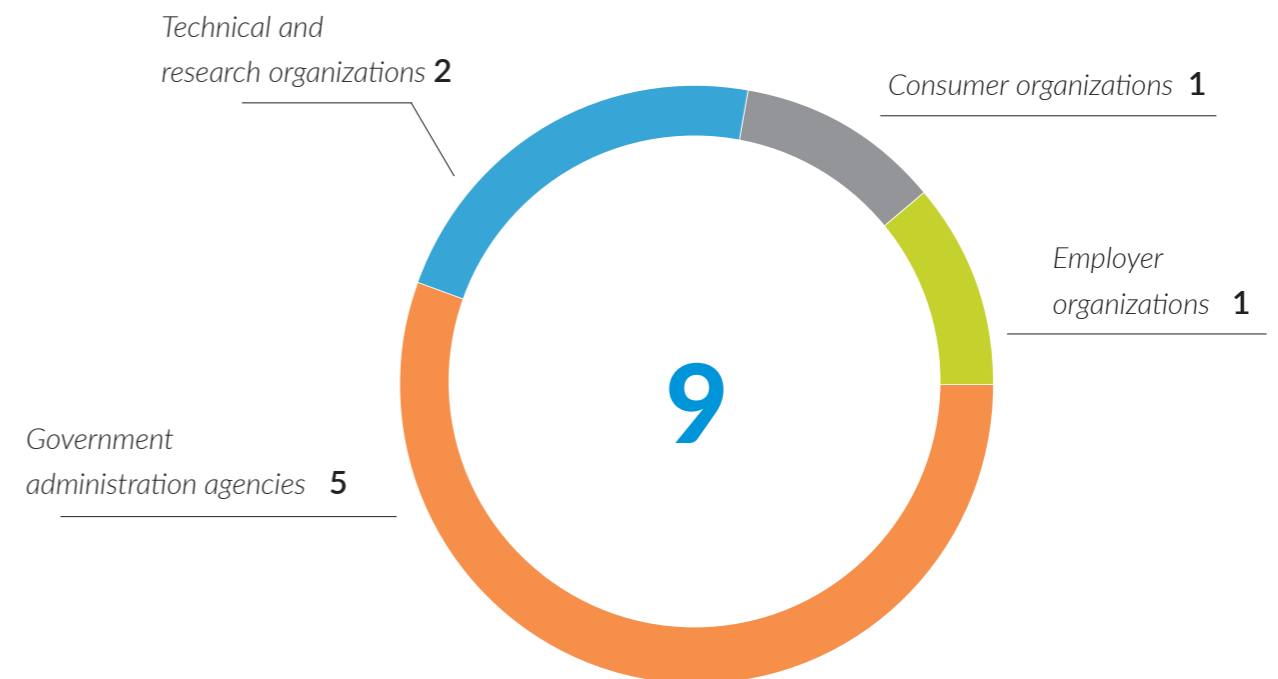


28 812

Number of entities in KTs



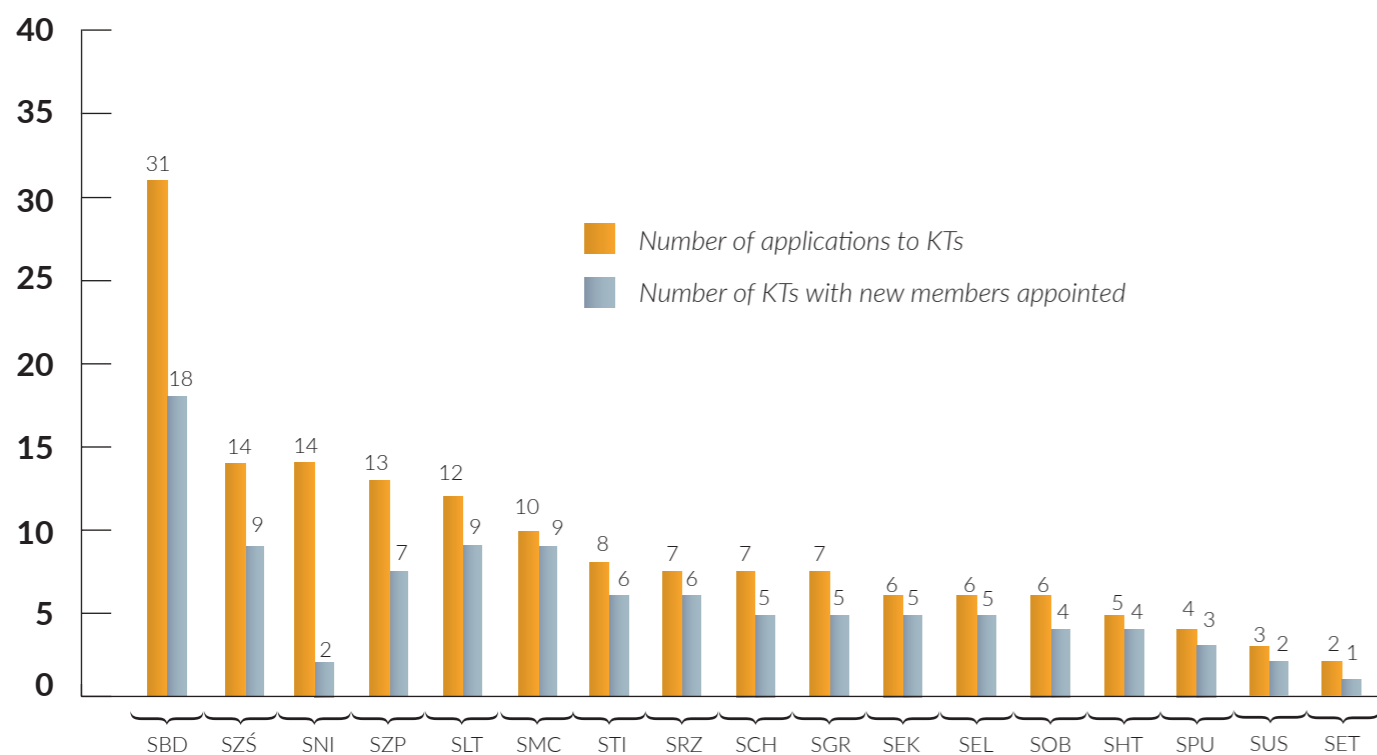
Number of entities in KZs



* as of 31/12/2021

The President of PKN appointed **96** entities as members of **100** Technical Committees (KTs), who declared **155** KT memberships, which means that some of the **96** entities applied to more than one KT. **77** entities with **121** KT memberships were dismissed. **56** entities (56 KT memberships) declared complete withdrawal from the work in TBs. **96** KT memberships.

Appointments to KT in 2021 by sector



By the end of 2021, **3 600** people representing **1 280** entities participated in the work of **269** Technical Committees – **3 193** KT applications.

By the end of 2021, **9** entities represented by their **20** representatives participated in the work of **2** KZs.

Participation of Small and Medium-Sized Enterprises (SMEs) in standardization work

By the end of 2021, the representation of SMEs (entities with maximum 250 employees) was as follows:

- ▶ in Technical Committees (KTs) – 49,7%;
- ▶ in Project Committees (KZs) – 0%;
- ▶ in Technical Subcommittees (PTs) – 42,2%.

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

- ▶ microenterprises – 210 entities (370 TB applications);
- ▶ small enterprises – 187 entities (287 TB applications);
- ▶ medium-sized enterprises – 251 entities (479 TB applications).

In total, in 2021, SMEs were members of 251 Technical Bodies, including:

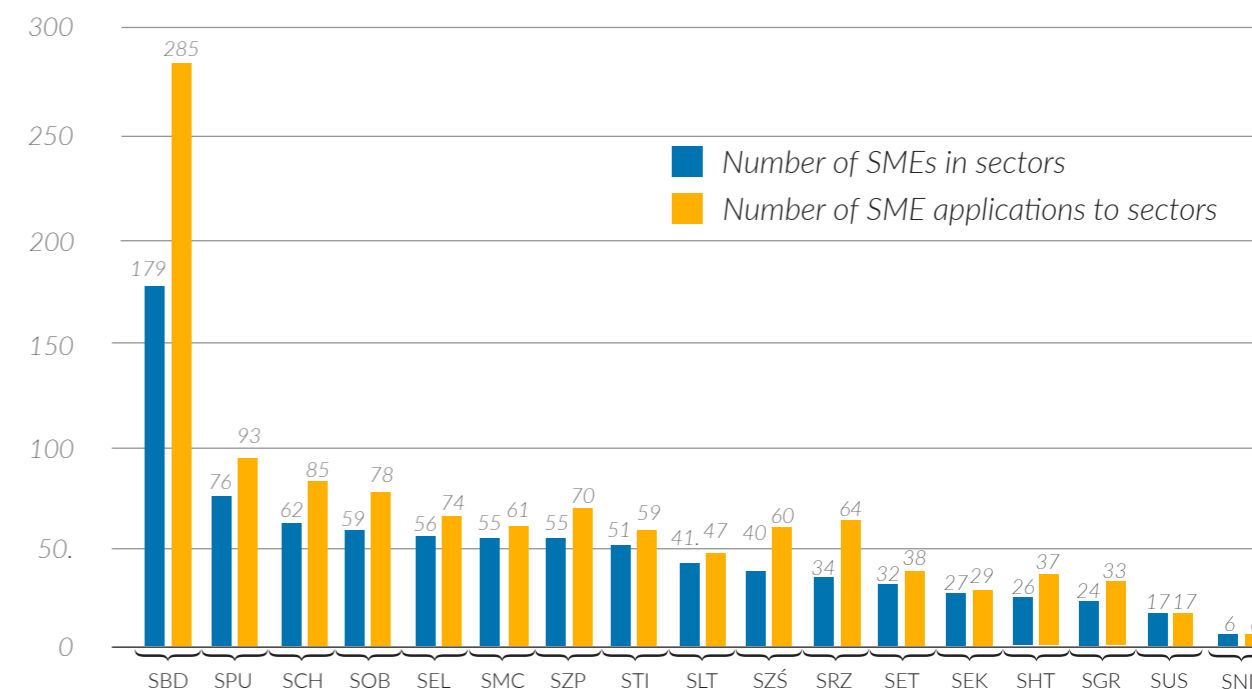
- ▶ 240 – KT;
- ▶ 0 – KZ;
- ▶ 11 – PK.

The largest group of KT members are entities from the group of organizations, business entities and com-

mercial companies at 940 (73,4% of members), i.e. 52,1% of KT applications. An astounding 67,7% (636 entities) of them are SMEs that are interested in work in one or two KT (they have applied only to one, or to two KT).

Like in previous years, the greatest activity of SMEs can be seen in the following Sectors: Construction and Building Structures (SBD) and Consumer Products (SPU).

Number of entities and SME applications to TBs in 2021 by WPN sector



Work programme and development of standards

Standardization work programme

PKN's standardization work programme (PPN) is based on the programmes of works of the Technical Bodies that operate under PKN, in accordance with the priorities set by the Standardization Council (RN).

Pursuant 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:

1. Ensuring consistency of the national system of standardization with the European and international systems of standardization;
2. Meeting the agreed needs of the stakeholders, first and foremost translation of European Standards, with particular attention to the needs for translation of harmonized standards;
3. Meeting 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 a new work item.

The standardization work is financed from the budget and the pool of funds for contracted services. PKN's standardization work programme (PPN) includes items that concern the implementation of the following standards and documents to the collection of Polish Standards (PNs):

- ▶ 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 programme 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 as and when needed by the stakeholders.

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

Review of PNs and withdrawals of standards

PKN maintains the up-to-date status of the collection of Polish Standards. At the beginning of each year, a PN review is announced in line with Procedure R2-P4 Review of Polish Standards and Withdrawal of Polish Standards and Polish Standardization Deliverables. The review covers PNs published 5, 10, 15, 20, and 25 years ago. In 2021, the review covered standards published in 2015, 2010, 2005, 2000 and 1995.

The Technical Bodies relevant to the specific scope are authorized to verify the validity of Polish Standards. Since 2014, they have been using the platform Polish Standardization Resource (PZN) in their operations. As a result of the review, a decision on further proceedings is made:

- ▶ the standard is valid and up-to-date (in the case of correction of errors/addition of national elements, if it requires elaboration of a corrigendum);
- ▶ the standard is to be revised;
- ▶ the standard is to be withdrawn.

In 2021, the review covered 545 working items.

As a result of the conducted review:

- ▶ 404 PNs remained valid;
- ▶ 36 PNs need to be revised or amended;
- ▶ 105 PNs have been withdrawn.

Overall, as a result of the 2021 review and completion of the post-review actions agreed in 2020, 126 obsolete PNs have been withdrawn from the collection of Polish Standards. Most standards were withdrawn in the following WPN sectors: SRZ – 34; STI – 15; SPU – 14; SMC – 12.

Cooperation with European and international standardization organizations



PKN COOPERATES WITH **182** TECHNICAL COMMITTEES (TCs) AND SUBCOMMITTEES (SCs)

IN THE WORK OF **122** WORKING GROUPS (WG) THERE WERE **76** EXPERTS FROM POLAND INVOLVED

In 2021, PKN issued opinions on a total of 1 140 IEC working documents, including 666 relating to TCs/SCs, of which PKN is a "P" member. PKN issued opinions on 586 draft standards. Content-related or editorial comments were submitted to 95 working documents, including 23 draft standards.

Membership of IEC in 2021

Membership	Committees (TC)	Subcommittees (SC)	Total (TC and SC)
Participant (P)	33	21	54
Observer (O)	77	49	126



PKN COOPERATES WITH **648** TECHNICAL COMMITTEES (TCS) AND SUBCOMMITTEES (SCs)

IN THE WORK OF **191** WORKING GROUPS (WGS) THERE WERE **150** EXPERTS FROM POLAND INVOLVED

In 2021, PKN issued opinions on 3 529 IEC working documents, including 3 113 relating to TCs/SCs, of which PKN is a "P" member. Last year, 1 023 positions for voting on draft standards were submitted to ISO. Comments were submitted to 84 documents.

Membership of ISO in 2021

Membership	Committees (TC)	Subcommittees (SC)	Total (TC and SC)
Participant (P)	67	153	220
Observer (O)	159	269	428



IN THE WORK OF **359** WORKING GROUPS (WGS) THERE WERE **316** EXPERTS FROM POLAND INVOLVED

Opinions were issued on a total of 3 472 CEN working documents, including 1 611 draft European Standards – at the Enquiry and Formal Vote stages. Content-related or editorial comments were submitted to 177 documents, including 106 drafts at the survey and formal voting stages.



IN THE WORK OF **39** WORKING GROUPS (WGS) THERE WERE **33** EXPERTS FROM POLAND INVOLVED

Opinions were issued on 803 CENELEC working documents, including 781 draft European Standards – at the Enquiry and Formal Vote stages. Content-related or editorial comments were submitted to 40 drafts.



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.

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 2021 LAUREATES

Standardization Compass

Professor Zdobysław Flisowski, PhD hab. Eng

Faculty member of the Warsaw University of Technology, Faculty of Electrical Engineering at the Institute of Theory of Electrical Engineering, Measurement and Information Systems.

For over 32 years, Professor Flisowski has served as President of national Technical Committee 55 Electrical Installations and Lightning Protection of Buildings. Throughout this time, he has provided perfect leadership for the committee, ensuring that the work of introducing new safety standards for the installation and operation of electrical systems in buildings run very smoothly.

As an expert on IEC/TC 64 Electrical installations and protection against electric shock Professor Zdobysław Flisowski was honoured with IEC 1906 Award by the International Electrotechnical Commission in 2013. That was a token of recognition for the long-standing work of the Professor as one of the foremost experts in safety measures in electrical installations, especially in earthing systems and protective conductors.

The Professor has also been engaged in standardization efforts for smart and sustainable urban and social development and, since 2003, has been President of the Coordination Task Force operating under PKN in this standardization field.

The Professor's academic activities cannot be overlooked. As an accomplished academic teacher, he is a mentor to several generations of engineers, in whom he has instilled an understanding of the importance of standards and standardization in shaping the technical culture and advancing innovation in Poland.



From the left: Z. Flisowski, T. Schweitzer

THE 2021 LAUREATES

Standardization Compass

Schneider Electric Polska Sp. z o.o.

Schneider Electric started working with PKN in 1998, when the company made a proposal to fund the incorporation of all then valid standards in the IEC 60364 Electrical Installations for Buildings series into the collection of Polish Standards. This provided installers operating within small Polish businesses of a few people with access to up-to-date International Standards, which was expected to improve the safety and reliability of electrical installations, particularly with regard to protection against electric shock.

Schneider Electric runs the secretariats of KT 55 Electrical Installations and Lightning Protection of Buildings and KT 281 Electrical Safety of Machinery, and KT 77 Low-Voltage Switchgear and Controlgear Assemblies.

Schneider Electric appreciates, and has appreciated, the significance of the Polish experts' contribution to the development of International Standards and was repeatedly involved in helping to arrange travel to meetings of IEC technical bodies.

Its activities position Schneider Electric at the forefront of supporting Poland's standardization both internationally and domestically.



From the left: Anna Nowak-Jaworska, Schneider Electric Sp. z o.o., T. Schweitzer

Promoter of Standardization

Edyta Lubieniecka

Teacher at E. Kwiatkowski Technical Secondary School No. 2 in Complex of Secondary Vocational Schools No. 2 in Starachowice. Having started collaboration with the Polish Committee for Standardization in 2015, she has been teaching young people how to use standards, mainly standards in construction, technical drawing and installation. She is an organizer of lectures with PKN's representatives about the history of standardization and its impact on the development of humanity.

She organized the Provincial Competitions of Standardization Knowledge in 2017, 2018, 2019 and 2021. Students from schools across the Świętokrzyskie Province took part in the competitions. In 2017, at E. Kwiatkowski Technical Secondary School No. 2 in Complex of Secondary Vocational Schools No. 2 in Starachowice, she held a workshop for students: "What to Know about Standardization", aimed at raising awareness of the issues of standardization and the role of standardization knowledge in daily life.

Education about Standardization

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

Secondary education

9th Nationwide "Standardization and Me" Competition addressed to students and teachers from secondary schools. The theme of the competition was "The Importance of Standards in the Development of Future Industry (Industry 4.0)". Students in the competition prepared works in three categories: comic strips, essays and videos, while teachers developed lesson plans.

The aim of the competition was 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 above initiative received:

- ▶ honorary patronage of: the Minister of National Education and Science, Ministry of Development and Technology, Future Industry Platform 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, web portals): "Perspektywy", efekty.pl, studia.pl, tikwedukacji.pl, problemyjakosci.com.pl, przeglad-techniczny.pl

An online meeting of the winners and student supervisors with Ewa Zielińska, Deputy President of PKN for External Relations and Sales, took place in June. During the meeting, the competition entrants shared their experiences and ideas for themes of future competitions.

Moreover, PKN provided support to standardization competitions held by other entities. It funded prizes for the winners of the 3rd Standardization Knowledge Competition "Standardization around Us and for Us" organized by the Łódź Centre of Teacher Training and Vocational Education; the 3rd District Standardization Knowledge Competition in Krotoszyn; the 4th Provincial Standardization Knowledge Competition in Starachowice; and the 1st Regional Standardization Knowledge Competition in Siedlce.

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

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 such international and European standardization organizations as: IEC – International Electrotechnical Commission; ISO – International Organization for Standardization; CEN – European Committee for Standardization; and CENELEC – European Committee for Electrotechnical Standardization. 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 2021, PKN's delegates participated in the following meetings (just to name a few): 43th ISO General Assembly; 85th IEC General Meeting; 58th, 59th and 60th 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); CEN and CENELEC Technical Boards (BT); CEN-CENELEC Technical Boards Working Group "Rules & Processes"; CEN-CENELEC Technical Boards Working Group "Harmonized standards and the European Regulatory Framework"; CEN-CENELEC Administration Council Policy Working Group; CEN-CENELEC Technical Boards Working Group "BT Efficiency"; and meetings of the European Forum of Standard Distributors (EFSD) and CEN-CENELEC Joint Commercial Advisory Group. Most

of those meetings were held remotely for safety reasons due to the COVID-19 pandemic.

A representative of PKN was actively involved in the work of the CEN-CENELEC COVID-19 Crisis Management Network. It was established in March 2020 by decision of the CEN-CENELEC Presidential Committee.

The Young Professionals (YP) workshop took place in conjunction with the 85th IEC General Meeting in Dubai (United Arab Emirates). Two representatives from Poland attended: one remotely and one in person in Dubai.

Ewa Zielińska was elected as CENELEC Vice-President Policy at the CENELEC General Assembly held on 25 November 2021. She will serve in the office of Vice-President Policy at CENELEC from 1 January 2022 till 31 December 2023.

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).

Representatives of PKN attended an online workshop administered by DanSense. It is a Danish consultancy engaged by the European Commission to support the implementation of the Commission's policy in the area of referencing standards in public procurement documents so as to create more effective and transparent public procurement processes (Article 42 of Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement).

Bilateral cooperation

Bilateral cooperation pursued by the Polish Committee for Standardization in 2021 ran under challenging conditions due to the pandemic restrictions in place worldwide. Restrictions on travel, the obligation to quarantine after travel and the need to have valid and acceptable documents certifying the SARS-CoV-2

External Relations

vaccination status all affected PKN's international activities.

Cooperation with Ukraine

In 2021, efforts were continued to extend the agreement on cooperation in the field of standardization with the Ukrainian standards organization (State Enterprise "Ukrainian Scientific Research and Training Center for Standardization, Certification and Quality Problems" – UkrNDNC). To this end, extensive communications were exchanged and a virtual meeting was held between both parties to clarify the terms of cooperation. A decision was made to sign a new agreement after the pandemic so that the managements of both standards organizations can meet and a proper ceremony can be arranged. On 2 June 2021, representatives of UkrNDNC attended PKN's webinar "How to Manage an Organization in Troubled Times?". The webinar targeted private business owners and employees of the public sector.

Cooperation with the German standards organization (DIN)

In 2021, the Polish Committee for Standardization continued bilateral cooperation with the German Institute for Standardization (Deutsches Institut für Normung – DIN) in accordance with the provisions of the agreement extended in 2020. A working meeting between representatives of PKN and DIN took place in efforts to develop cooperation. The meeting was about exchanging information and experiences on TRADOS-enabled automated translation of standards.

Cooperation with Australia

On 22 July 2021, a meeting was held between representatives of PKN and Standards Australia. Both parties identified the priorities and targets for the coming years. The profile and structure of both institutions were outlined. Best practices in international activities and issues and challenges facing standards organizations were discussed. Both parties declared their willingness to continue cooperation and exchange of information.

Bosnia and Herzegovina

On 13 December 2021, a meeting between the PKN management and the management of the Institute for Standardization of Bosnia and Herzegovina (ISBIH) took place at PKN's offices in Warsaw. During the meeting, the invited guests shared information about ISBIH's activities and made PKN's management familiar with the scope of standardization work carried out by the Institute. Directors of ISBIH further shared about the Institute's current and intended cooperation projects with standards organizations of other countries. PKN, on its side, outlined to the guests how the standardization system works in Poland.

When addressing the process and scope of possible future cooperation between PKN and ISBIH during the meeting, prospects for joint efforts in standardization that both standards organizations could undertake were discussed. The parties shared views and information around other issues, including membership in CEN and CENELEC.

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

In 2021, one meeting of the European Commission Committee on Standards was held. A representative of PKN attended as a deputy of the national member, i.e. a representative of the Ministry of Development and Technology. This form of participation in the Committee meetings makes it possible to present the national position, reflecting the needs of national standardization, and to monitor the execution of the EU standardization policy by the European Commission.

Correspondence with Polish government offices

PKN's cooperation with national standards organizations in countries that are not members of the European Standardization Organizations was the main subject of PKN's correspondence with Polish central offices.

The exchange of letters between the management of PKN and the relevant ministries concerned primarily the regular meetings of bilateral committees for economic cooperation between Poland and non-EU member states. For the Ministry of Foreign Affairs, the commu-

nications largely related to reporting on activities under the Polish Development Cooperation.

In its letters to central offices, the Polish Committee for Standardization informed about its own activities undertaken internationally and about the progress of bilateral cooperation in technical policy and standardization between PKN and national standards organizations that are not members of the European Standardization Organizations.

Activities in Poland

Tasks aimed at promoting the voluntary standardization system, e.g. by holding events targeting customers; preparing and coordinating the participation of PKN representatives in conferences or seminars; 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.

Webinars by PKN

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 20 May. 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 working in science and technology.

Again, the restrictions caused by the SARS-CoV-2 virus pandemic led to the DNP conference being held online on 20 May. The 11th DNP event with a theme "Standardization in the Face of New Challenges" was



dedicated to contributors to the work of PKN/Technical Committees.

The purpose of the conference was to build and maintain relations with partners in the Technical Bodies that operate under PKN and to honour those whom DNP celebrates.

During the meeting, representatives of PKN discussed a number of issues related to changes in PKN's operations, including PKN's new strategy, European and international relations and new developments in standardization work, measures to facilitate workflows for the Technical Bodies (electronic processes for notifying participation in standardization work) and TRADOS as a system to support the standard development process.

The online meeting had 185 attendees.

Webinar "How to Manage an Organization in Troubled Times?"

A free conference was held as a webinar on 2 June. This time, the event targeted private business owners and employees of the public sector.

During the webinar, experts addressed key issues of standard-based management systems that improve the chances for organizations to successfully overcome trouble, e.g. during the pandemic. The focus areas of the discussion were:

- ▶ Security within an organization in times of crisis and the role of standardization and remote internal audits;

- ▶ Changes affecting an organization's operations vs. the internal controls of the quality management systems; and
- ▶ The role of the business continuity management system in compliance with PN-EN ISO 22301:2020-4 in effective operation of an organization.

The webinar attracted a lot of interest and activity from its participants. The meeting drew 113 attendees.

Webinar "Standardization in Information Security and Business Continuity"

The webinar took place on 30 November and was structured around the theme of using standards in the PN-EN ISO/IEC 27000 family to enable security management for organizations in respect of assets such as financial information, intellectual property, employee details or information entrusted by third parties.

The webinar addressed the following issues of standardization in information security:

- ▶ Where do standards come from and how they can help you?
- ▶ Can you participate in standardization?
- ▶ Why is it that not all standards are available in Polish and how can you change that?
- ▶ What is new in the series of information security standards.

The webinar attendees learned about the support offered by information security and business continuity standards (PN-EN ISO 22301 and the PN-EN ISO/IEC 27000 series of standards) and:

- ▶ Who can use information security and business continuity standards?
- ▶ Why using standards is better?
- ▶ Areas of standards application, including the National Interoperability Framework; National Cybersecurity System; recommendations of the Polish Financial Supervision Authority (KNF), mandatory audits of financial statements; and NSB.

The meeting had 169 attendees.

Young Professionals workshop

The year 2021 saw continuation of the free webinar series under the programme "Young Professionals in Standardization".

Those workshops organise knowledge and raise awareness of PKN's work, and thus shape the future of standardization. Attendees are specialists involved in the work of PKN's Technical Committees. That third edition of the programme ran in an online format. Overall, three meetings were attended by 192 people from various sectors.

Webinar topics:

- ▶ 27 October: "Active Involvement in Standardization Work. Reviewing Standards and Standardization Deliverables";
- ▶ 17 November: "Introducing translated standards and developing homegrown standards";
- ▶ 8 December: "Development of European Standards. How to become actively involved?".

As usual, the workshops were held in collaboration with PKN's organizational units and the instructors were the heads of the relevant PKN sectors.

Promotional campaigns

In 2021, five bulk email campaigns were set around conventional and online training courses and to promote PKN's webinars:

- ▶ "Don't Invent but Use. Standardization in Information Security and Business Continuity, a free webinar";
- ▶ "How to find the standard you need?";
- ▶ "The Role of the Business Continuity Management System in Effective Operation of an Organization, an online training course by PKN";
- ▶ "PKN's free webinar: How to Manage an Organization in Troubled Times?"; and
- ▶ "Ensuring Accessibility of Public Entities, a new training course by PKN".

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 work, and addresses problems stemming from future challenges in the field of standardization.

Throughout 2021, due to the persisting pandemic situation, the monthly shined a spotlight on solutions and ongoing standardization work in the context of COVID-19 and on issues that have an impact on getting back to the pre-pandemic normal or formulating a new approach. The monthly addressed topics of sustainability, renewable energy sources, cybersecurity and prevention of climate change.

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 follows the trends, and even sets new directions for interaction with its stakeholders and supporters. It is able to quickly react to the activity of the community built around its social media profiles and conduct communication at various levels depending on the needs and assumed objectives.

In the era of the pandemic, social media have played a significant role in communicating information and promoting national and international standardization efforts aimed at battling the coronavirus. They have also become a very important channel for maintaining and developing contacts with users amid evolving pan-



demically-induced conditions. The interaction via online channels maintained and further developed community and business relations.

Activities on social media

Preparing and publishing standardization texts about important topics:

- ▶ authentication of COVID certificates; protecting critical infrastructure; cybersecurity; risk management; information security; business relationship management; sustainable development; renewable energy sources; energy resilience; and medical innovation;
- ▶ communication of current standardization matters (amendments to standards, establishments of new KTs, publications of important documents); and
- ▶ information about matters connected with PKN (publication of new issues of "Wiadomości PKN", the PKN brochure, job advertisements, information about the organized training courses, webinars, the "Standardization and Me" competition, etc.).

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

Statistics

- ▶ FB: 941 followers, 774 profile likes.
- ▶ Twitter: 225 followers, 56 followed
- ▶ LinkedIn: 910 followers.

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

3. PKN information brochures

► “Business Continuity Management System”

The coronavirus outbreak put business operations of many companies to the test. Some of them failed, but some managed to stay on the market. Those whose management realized that risk is an inherent element of any business prepared appropriate countermeasures.

It takes more than business acumen and intuition to weather the storm of a real crisis. Systematic advance planning is required, i.e. what is needed is a business continuity management system.

Effective business continuity management is entwined with the implementation of a business continuity management system in compliance with PN-EN ISO 22301 Security and resilience – Business continuity management systems – Requirements.

The PN-EN ISO 22301 standard contains the requirements and guidelines based on best international practices for a formally documented system to enable companies of all types and sizes prepare for, respond to and recover from disruptive events.

The brochure is closely linked to the training course “The Role of the Business Continuity Management System in Effective Operation of an Organization”.

► “Information Security Management System”

The protection of information in an organization, characterised by the three basic components of information security, i.e. loss of confidentiality, restriction of availability and breach of information integrity, is a key issue whatever the scale or size of an organization.

The Information Security Management System (ISMS) is a strategy of action to ensure that confidential information is adequately protected. The Information Security Management System comprises policies, procedures, guidelines, related resources and measures jointly managed by an organization looking to protect its information assets.

The ISMS is a systematic approach to establishing, implementing, operating, monitoring, reviewing, maintaining and improving an organization’s information security to achieve business goals.

Organizations can rely on standards in the PN-EN ISO/IEC 27000 family to protect their information assets. PN-EN ISO/IEC 27001 is widely known, providing requirements for an Information Security Management System (ISMS), though there are more than a dozen standards in the PN-EN ISO/IEC 27000 family. Using them enables organizations of any kind to manage the security of assets such as financial information, intellectual property, employee details or information entrusted by third parties.



The brochure refers to the related training courses held by PKN.

An increased awareness of these issues among employees is invaluable, hence the referral to specialist training courses by PKN that enhance competences and provide up-to-date information.

Cooperation with partners of PKN

PKN has been cooperating for years with numerous entities in the organization of various events. In 2021, due to the epidemiological situation, many of them were either cancelled or postponed until 2022.

The first half of 2021 saw mainly meetings and conferences in an online format.

In March, during the 13th TIME Economic Forum, in the conference block “Industry”, Teresa Sosnowska, PKN’s Vice-President in Charge of Standardization, gave a presentation “Directions for Development of Standardization in Industry 4.0. How Standardization Can Help Small- and Medium-Sized Enterprises”.



In June, during a series of webinars “FoodFakty Safety Week” and the then celebrated World Food Safety Day, Izabela Ancuta, Head of the Food, Agriculture and Forestry Sector, gave a lecture entitled “The Role and Benefits of Standardization in Food Safety”.

Also in June, during the 8th Digital Money & Blockchain Forum, a presentation entitled “Standardization in the Field of Blockchain i DLT” was delivered by Tomasz Mazur, Head of the Information Technology and Communication Sector.

In September, the President of PKN participated in the debate opening the 2nd Logistics Specialist Conference hosted by JARTOM Real Estate. Iwona Łosiewicz, Head of the Logistics, Transport and Packaging Sector, gave a presentation “Logistics – Practical Aspects of Standardization” on behalf of PKN during the panel “Proptech and Security in Logistics?”. The conference had a hybrid format.

As another hybrid event, in November, the Institute of Technical Supervision (INT) held a conference “Playground Equipment and Other Outdoor Furniture in the Context of Safety and Market Surveillance”, where Wojciech Mazurek, Head of the Standardization Information Department, had a lecture entitled “Standardization Information on Street and Outdoor Furniture”.

On 30 November, the European Business Forum took place in Katowice with a theme “Economy, Entrepreneurship and Society in Post-COVID Reality”. The EBF debates provided a follow-up to many threads that determine the COVID reality. Looking at the developments of the past nearly two years, attempts were

made to identify and discuss what would come next. The Forum featured a series of panel discussions and debates with experts in health, energy, management systems, business transformation and process optimization addressing topics such as healthcare in the time of pandemic, power industry, ecology and efficiencies in organizations in the post-COVID reality. This time, representatives of PKN participated in two panels:

- “Efficiencies and Optimization in an Organization in the Post-COVID Reality”; Tomasz Mazur, Head of the Information Technology and Communication Sector participated in the discussion; and
- “Power Industry and Ecology – Further Directions for Development of the Energy Policy”; Ewa Zielińska, Deputy President of PKN for External Relations and Sales, took part in the debate. The Forum was a hybrid event.

Patronages

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

- 3rd Provincial Standardization Knowledge Competition, Łódź Centre of Teacher Training and Vocational Education;
- FoodFakty Safety Week celebrating the World Food Safety Day;
- 8th Digital Money & Blockchain Forum, Medien Service;
- 10th Jubilee CommonSign Conference “A Decade of e-Administration and e-Business in Poland – Achievements and Challenges”, Medien Service;
- Conference “Playground Equipment and Other Outdoor Furniture in the Context of Safety and Market Surveillance”, Institute of Technical Supervision (INT), Warsaw;
- 2021 European Business Forum – Economy, Entrepreneurship and Society in Post-COVID Reality”, Business Forum, Katowice.

Products and services of PKN

Sales of standards and other national deliverables in paper form or as a downloadable or shareable PDF. Customers can make purchases using the online store and the catalogue of products available there, or by placing individual orders in the store, including on 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 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 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 using a web browser in a 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 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 and special issues of "Wiadomości PKN" – a service of sales of information



about the results of standardization work 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 (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 of devices necessary to identify a vehicle and equipment, pursuant to the provisions of PN-EN ISO 14816.

Sales of products and services in thousands of PLN net in 2021

Sales of PNs, PDNs, and other Polish deliverables excluding sales under a subscription	7 998
PN subscription	343
Sales of standards and other foreign and international deliverables	335
Online standards (Normy On-line)	1 010
e-Access (e-Dostęp)	454
Reading Room (Czytelnia)	141
Results of standardization works and the special issue of "Wiadomości PKN"	5
PN Mark certification	7
Cooperation with higher education institutions	160
Classroom training	63
E-learning	1
Information services	15
Reprints	1
Total sales	10 533

Activities related to customer service and provision of information

In 2021, 802 written inquiries were answered. The answers provided information about 1 187 standards.

As part of the ABAK service, 1 422 foreign standards were updated.

Hotline service – simple information – in Warsaw.

Contact form support (661 requests).

Training courses

In 2021, PKN's training offer was enriched with on-line training courses.

Completed online training courses

- ▶ PN-EN ISO/IEC 27001:2017-06 Internal auditor of ISMS – lecture, classes, workshops (x 4);
- ▶ Ensuring accessibility of public entities in accordance with the Accessibility Act (x 1);
- ▶ Methodology of GDPR compliance audits (x 1);
- ▶ Threat and risk assessment under the GDPR step by step (x 1);
- ▶ Essentials of IPO work – training for beginner officers (x 1);
- ▶ The essentials of Polish standards and standardization deliverables (x 1);

Completed conventional on-site courses

- ▶ Internal auditor of Information Security Management Systems, in accordance with PN-EN ISO/IEC 27001:2017-06 (x 2);
- ▶ The essentials of Polish standards and standardization deliverables (x 1);

Completed closed training course:

- ▶ Practical knowledge of the Information Security Management Systems in accordance with PN-EN ISO/IEC 27001:2017-06.

In 2021, PKN offered 5 e-learning courses:

- ▶ Conformity assessment and certification;
- ▶ 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
Conventional on-site, online, closed training	13	103
e-learning	5	112
Total	18	215

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 (consolidated text in Journal of Laws 2021, item 217, as amended).
2. Public Finance Act of 27 August 2009 (consolidated text in Journal of Laws 2021, item 305, as amended)
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 2020, item 342);
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 (consolidated text in Journal of Laws 2022, item 513).

5. Financial instruction at the Polish Committee for Standardization.
6. Accounting policy at the Polish Committee for Standardization.

In 2021, 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 one section: 750 – Public administration, chapter 75002 – the Polish Committee for Standardization.

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

in thousands of PLN

Item	Specification	Execution in 2020	Plan for 2021 according to the Act	Execution in 2021	Execution vs. plan for 2021 in %
1.	Proceeds from the sales of Polish Standards, PKN's own publications, information and certification activity	7 090	7 280	8 900.2	122
2.	Proceeds from license fees for standardization services	1 520	1 360	1 469.4	108
3.	Proceeds from training	30	125	62.3	50
4.	Proceeds from billings/refunds carried forward/ Proceeds from penalties and compensation under contracts	0	0	1.9	-
5.	Standards on request	63	60	60.5	100
6.	Proceeds from various sources	662	500	672.7	135
7.	Interest	32	0	0.3	-
	Total:	9 397	9 325	11 167.3	120

In 2021, PKN's revenues were PLN 11 167.3 thousand, i.e. 120% of the planned revenues and 119% of the actual revenues in 2020.

The key item in the 2021 revenue structure, amounting to **PLN 8 900.2 thousand, was 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 22% and higher than in 2020 by 26%.

In 2021, 83 227 copies of Polish Standards, foreign standards and other standardization deliverables were sold. The products were sold in paper form, on CDs and in an electronic form as downloadable or readable files.

Moreover, 4 371 Polish Standard subscriptions were sold and fees were charged for standardization information and reprints, for which PLN 15 thousand worth of invoices was raised.

Proceeds from certification of PLN 111 thousand are disclosed in that revenue group.

The service of certification of conformity with Polish Standards 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. In addition, PKN charges fees for audits to certify Information Security Management Systems at the higher education institutions that have an agreement signed with PKN for access to PNs at preferred prices.

In 2021, revenues for licenses were PLN 1 469.4 thousand, i.e. 108% of the planned value. This revenue group includes the following products: Online standards (Normy on-line) and e-Access (e-Dostęp). e-Access (e-Dostęp) is 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.

Online standards (Normy On-line) – a service that allows access to the collection 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. In 2021, PKN sold 21 532 licences for access to PNs and 96 258 licences for online standards.

Revenues from training courses for external customers in 2021 were **PLN 62.3 thousand,** which was 50% of the planned value and 208% of the actual revenue in 2020. Underachievement against the training course revenue plan in 2021 was largely due to the epidemic situation in the country.

Revenues from standards requested by customers in 2021 were **PLN 60.5 thousand.** 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. In 2021, PKN entered into 53 contracts for on-request services to be completed in the years 2021–2023, of which 7 contracts were already fully performed in 2021. In 2021, 62 contracts for on-request services were completed.

In 2021, proceeds on account of different income lines were PLN 672.7 thousand, i.e. 35% higher than planned. The above figure included,

inter alia, royalties paid by international standardization organizations for the sales of international standards to Polish clients. The difference in the revenues earned under the above item is due to the fact that PKN has no control over where in Poland customers buy standards or over the number of deliverables sold by ISO and IEC offices. Importantly, royalties (fees) may vary, e.g., depending on the product and ordering process (e.g. for an ISO standard, the fee may be 30% or 60%, based on whether the customer requests the standard from the ISO office or buys it online).

In 2021, PKN received **interest of PLN 292** on account of late payments. In 2020, revenues under this item were PLN 32 thousand. The sharp decrease is a result of, inter alia, the fact that prepayment is the basic form of payment between PKN and its customers who buy standardization products. Invoices with deferred payment terms are only issued to public finance sector entities. That approach to sales as well as effective recovery measures have an effect on reducing late payment and interest charges.

Proceeds from refunds carried forward in 2021 were **PLN 1 777,** while proceeds from penalties and compensation under contracts were **PLN 119.**

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 2021 Budget Act amounted to **PLN 34 947 thousand.**

Pursuant to the Act of 1 October 2021 amending the 2021 Budget Act (Journal of Laws item 1900), the budget expense plan in section 65 Polish Committee for Standardization was increased to **PLN 36 082 thousand.**

Pursuant to Article 177 para. 1 point 3) in conjunction with Article 177 para. 3 point 2) of the Public Finance Act and Article 15zi point 6 of the Act of 2 March 2020 on Special Solutions Related to Preventing, Counteracting and Containing COVID-19, Other Infectious Diseases and the Resulting Emergencies (Journal of Laws 2021, item 2095, as amended), and Article 69 para. 1 and 2 of the Act of 31 March 2020 amending the Act on Special Solutions Related to Preventing, Counteracting and Containing COVID-19, Other Infectious Diseases and the Resulting Emergencies and certain other acts (Journal of Laws 2020, item 568, as amended), and in conjunction with the Instruction of the Prime Minister of 23 December 2021 (reference: BBF.WOF.331.2.11.221AS(2)) issued to the Minister of Finance to create a new earmarked reserve to provide for payment into the COVID-19 Counteracting Fund, the Minister of Finance amended the state budget to reduce the expense plan of the Polish Committee for Standardization – section 65 of the state budget for 2021 by PLN 873 thousand to **PLN 35 209 thousand.**

The plan after the changes in 2021 amounted to **PLN 35 209 thousand.**

Execution of the total planned expenses in 2021 in thousands of PLN

Description	2020	2021		
	Execution	Plan	Execution	Execution (in %)
1	2	3	4	5
Section 750 – Public administration	33 275	35 201	34 600	98
Chapter 75002	33 275	35 201	34 600	98
A – Personnel expenses	21	63	55	87
B – Total overheads	32 542	34 372	33 781	98
1. Total remuneration	18 013	18 577	18 540	100
2. Remuneration derivatives, appropriations to the Company Social Benefits Fund, State Fund for the Rehabilitation of the Disabled and Employee Capital Plans	3 597	3 946	3 861	98
3. Development and publishing of Polish Standards	950	865	853	99
4. Information activities, sales organization and certification	186	317	257	81
6. External Relations	3 711	3 857	3 839	100
5. Training courses for employees	56	92	87	95
6. Training courses for external customers	17	38	36	95
7. Expenditure on information technology	3 156	3 811	3 760	99
8. Expenditure on maintenance and other	2 856	2 869	2 548	89
C – Capital expenses	712	766	764	100
D – Section 752 – National defence	4	8	8	100
Overheads:	4	8	8	100