



ANNUAL REPORT **2019**

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Ladies and Gentlemen,

For PKN, the year 2019 was marked primarily by changes in the organization of management. Prime Minister Mateusz Morawiecki – accepting the results of the competition held in 2018 by the Selection Board of the Standardization Council – appointed the following as Vice-Presidents of PKN: Teresa Sosnowska and Ewa Zielińska. Both ladies are distinguished by their considerable professional experience, proper competences, and knowledge in the field of standardization.

As a result of these appointments, the management structure of PKN has been changed. Teresa Sosnowska is responsible for production of the broadly-defined standardization knowledge, while Ewa Zielińska – for the broadly-defined sales of this knowledge. But this does not prevent the overlapping of competences between their subordinate divisions, because only joint action is the guarantee of success. In turn, the President of PKN is responsible for the support of content-related work and continuity of operations. Under the management of the Vice-Presidents, the development of the following was commenced: PKN's strategy for 2021–2030, and IT tools adapted to the requirements of the Economy 5.0.

The success in promoting standardization knowledge should be mentioned here too. The need to raise standardization awareness was incorporated into the new core curricula for trade occupations and additional vocational skills introduced by a Regulation of the Minister of National Education in May 2019. Issues related to the basics of standardization and conformity assessment were introduced for educational outcomes in 215 occupations.

The year 2019 saw the end of the fourth term of the Standardization Council. I wish to thank all the Members of the Council for their activity, involvement, and excellent cooperation.

Tomasz Schweitzer, PhD Eng

President of the Polish Committee for Standardization



Ladies and Gentlemen,

This year, I will begin by expressing my heartfelt thanks – to my Colleagues from the Standardization Council of the fourth term, which I had the honour of presiding over – for all their initiatives, content-related discussions, great involvement, and excellent cooperation.

The Standardization Council of the 4th term ended its activities at the end of last year. During these four years of being together, in line with its competences, the Council issued opinions, approvals, provided advice and support which, in my opinion, contributed to many achievements of PKN.

The most important ones include the consistent striving to develop education about standardization and the successes in this area: in higher education (introduction of the subject “Standardization” at more and more higher education institutions) as well as in secondary schools (the highly popular nationwide “Standardization and Me” competition, and activities aimed at incorporating standardization into core curricula for trade occupations).

Effective popularization of standardization is reflected in the growing interest in work at Technical Bodies (new Technical Committees are established every year, and their members receive access to free e-learning training courses). Also the “Young Professionals in Standardization” workshops organized for the first time this year are PKN's response to the needs of young people from Technical Bodies – the workshops demonstrate the method and scope of work in standardization at the national, European, and international levels.

Continuation of good practices, setting new directions of development, and further challenges – this is what lies ahead of us. The composition of the Standardization Council of the 5th term was selected at the end of the year based on elections held and appointments received. The Council is composed of representatives of: government administration agencies, consumer organizations, business organizations, employer organizations, professional organizations, technical and research organizations, as well as representatives of higher education institutions and representatives of science. I am pleased that the Council will once again bring together people who are familiar with the specific nature of Polish standardization, as well as newly elected members with a fresh look at its possibilities and limitations.

I am convinced that – much like in life – knowledge, prudence, and experience, combined with imagination, courage, and innovation, will be the beginning of successful and fruitful cooperation, especially during the current pandemic. This is what I dearly wish the Management and Employees of PKN, as well as the Members of the newly elected Council!

Professor Stanisław Tkaczyk, PhD hab. Eng

President of the PKN Standardization Council

06

Purpose, Vision, Mission and Activities of PKN



PURPOSE

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

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



VISION

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



MISSION

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

PKN ACTIVITIES

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

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

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

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

All these changes at PKN are primarily designed to improve and facilitate standardization work so it can respond to market needs. PKN attaches great importance to the principle of impartiality and autonomy of the Technical Bodies, so it tries and aims to avoid controlling the work of KT's 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. We keep informing 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 2019 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 Polskie Centrum Badań i Certyfikacji S.A. on 16–18 October 2019. It was a recertification audit. The auditors assessed the Integrated Management System implemented and maintained by PKN.

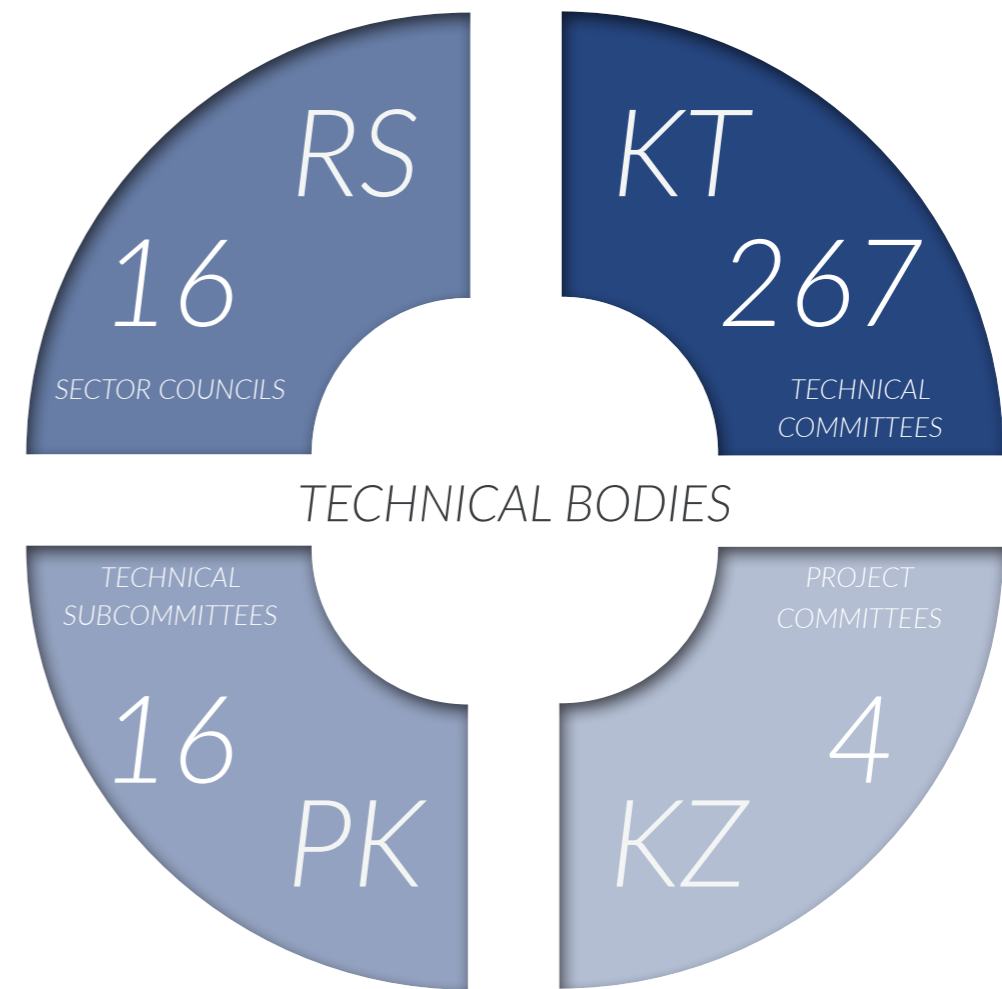
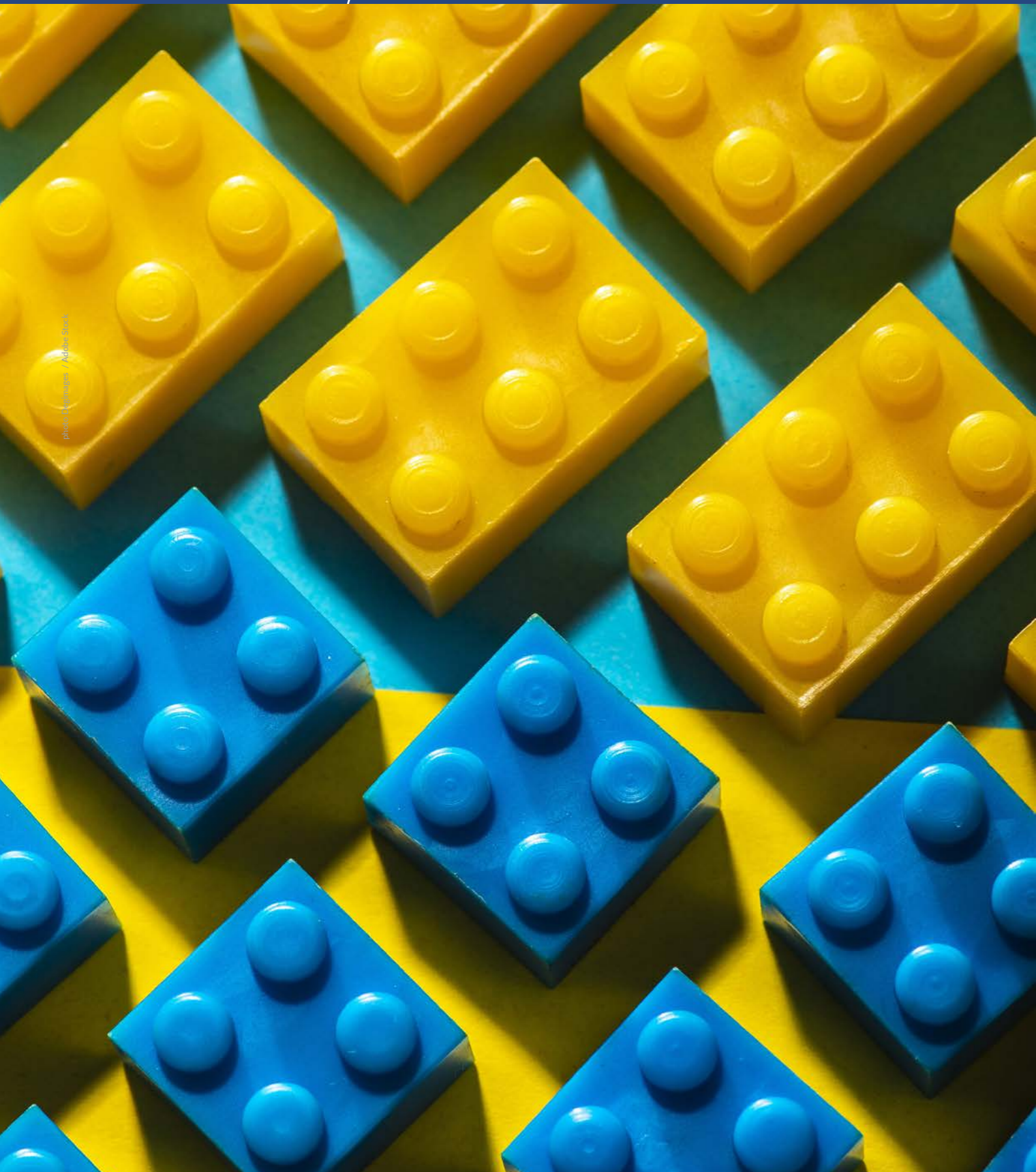
The audit confirmed that the Quality Management System and the Information Security Management System within the Integrated Management System (for a randomly selected document and record sample) conforms with the requirements of PN-EN ISO 9001:2015-10 and PN-EN ISO/IEC 27001:2017-06, and is being continuously improved. No non-compliances were found in any of the audited areas. The auditors requested PCBC S.A. to renew the validity of the IMS certificate. On that basis, the Management Board of PCBC S.A. took a decision on renewing the validity of the Integrated Management System certificate for PKN. The new certificate was issued for 3 years, i.e. until 3 November 2022.

The auditors identified the following strong points:

- ▶ involvement of the management in building the new strategy of PKN and changes resulting from the new approach to risk analysis;
- ▶ preparation of the new strategy and a wide range of planned changes in the IMS;
- ▶ identification of the weaknesses of the IMS, and planning of changes;
- ▶ involvement and understanding of the principles of the IMS;
- ▶ use of IT tools in sales processes and availability of standards and publications.

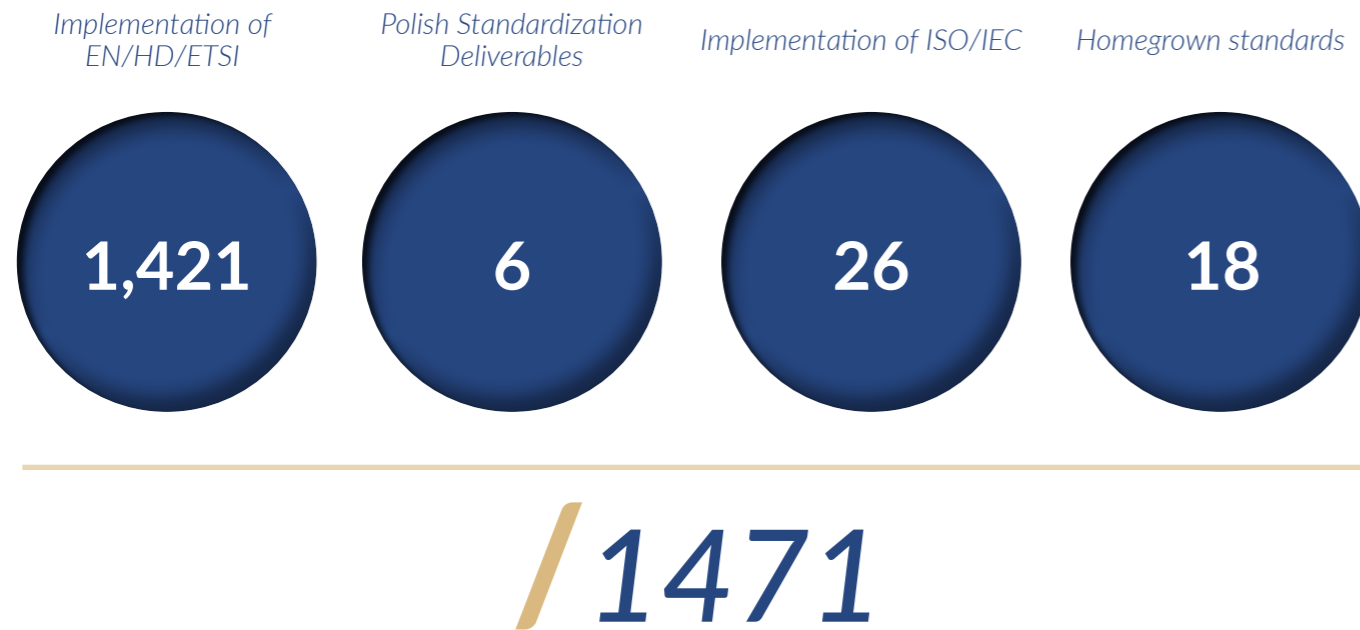


10 / Sectors of standardization

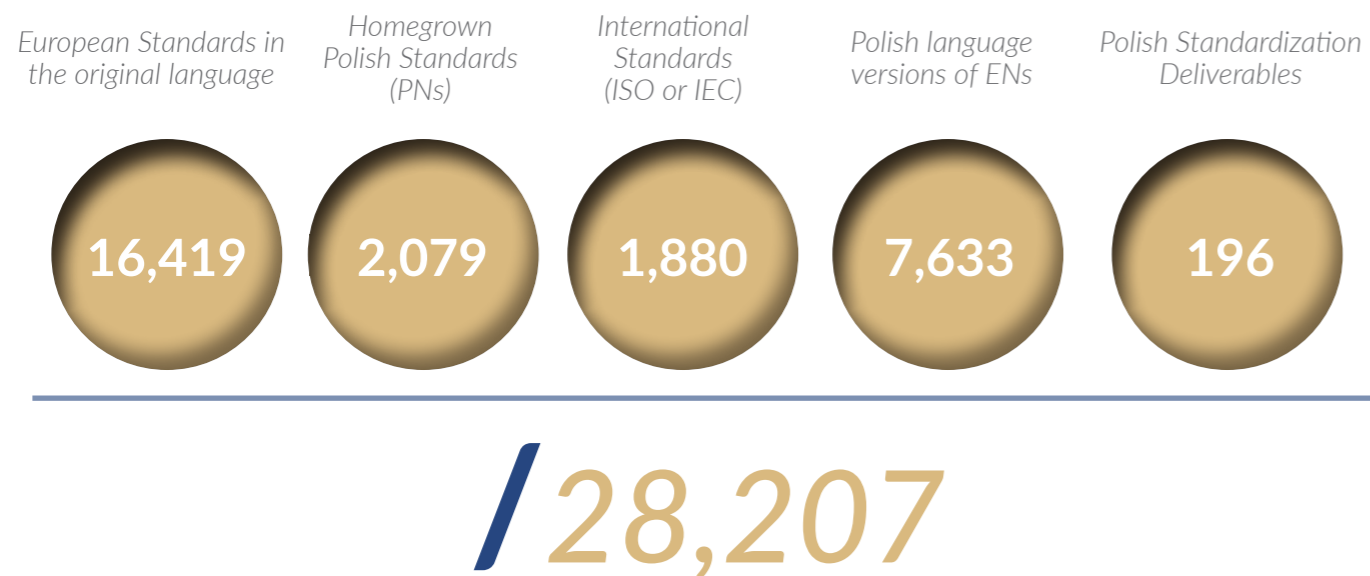


PKN in numbers

STANDARDIZATION DELIVERABLES PUBLISHED IN 2019

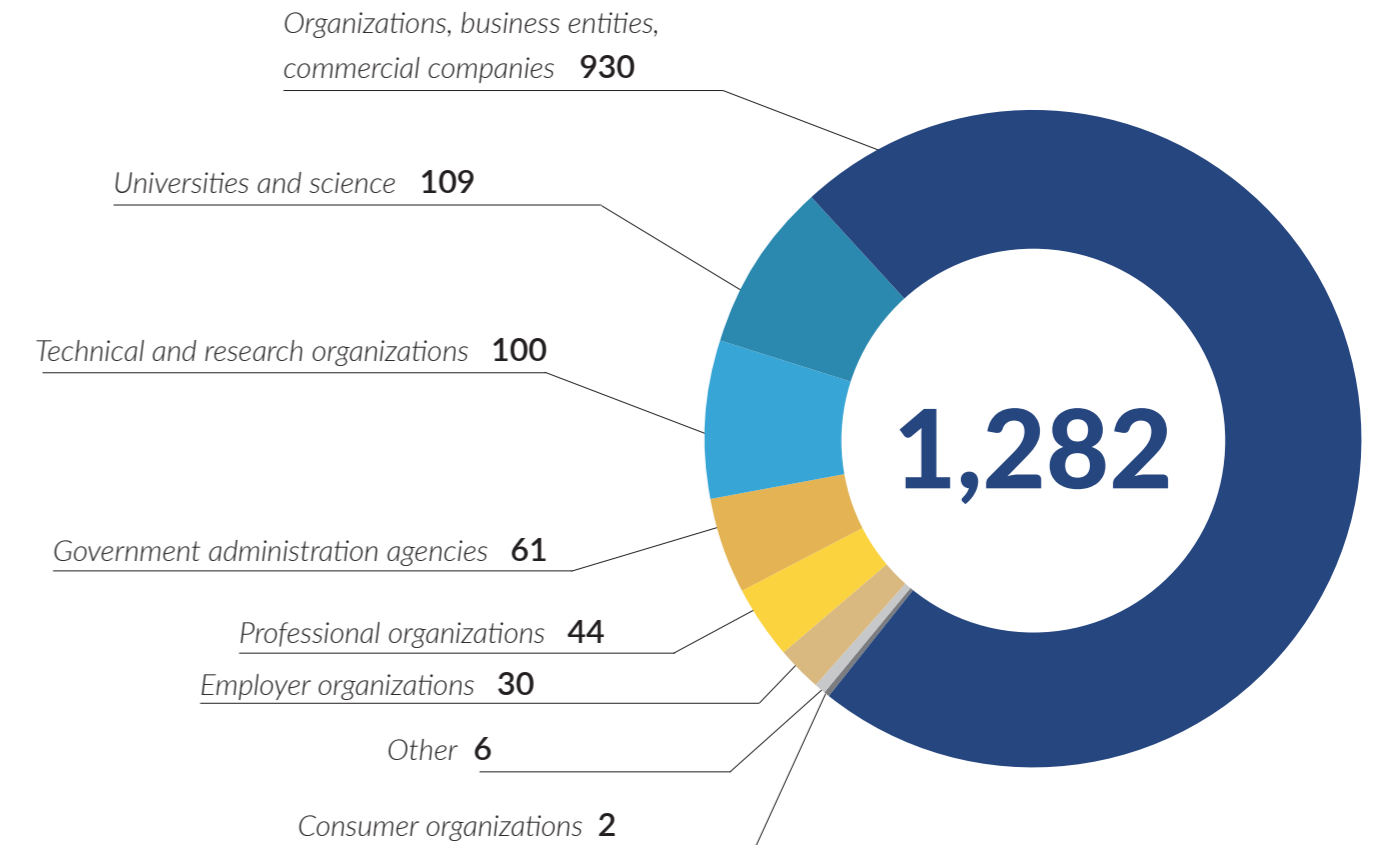


THE WHOLE SET OF STANDARDIZATION DELIVERABLES*

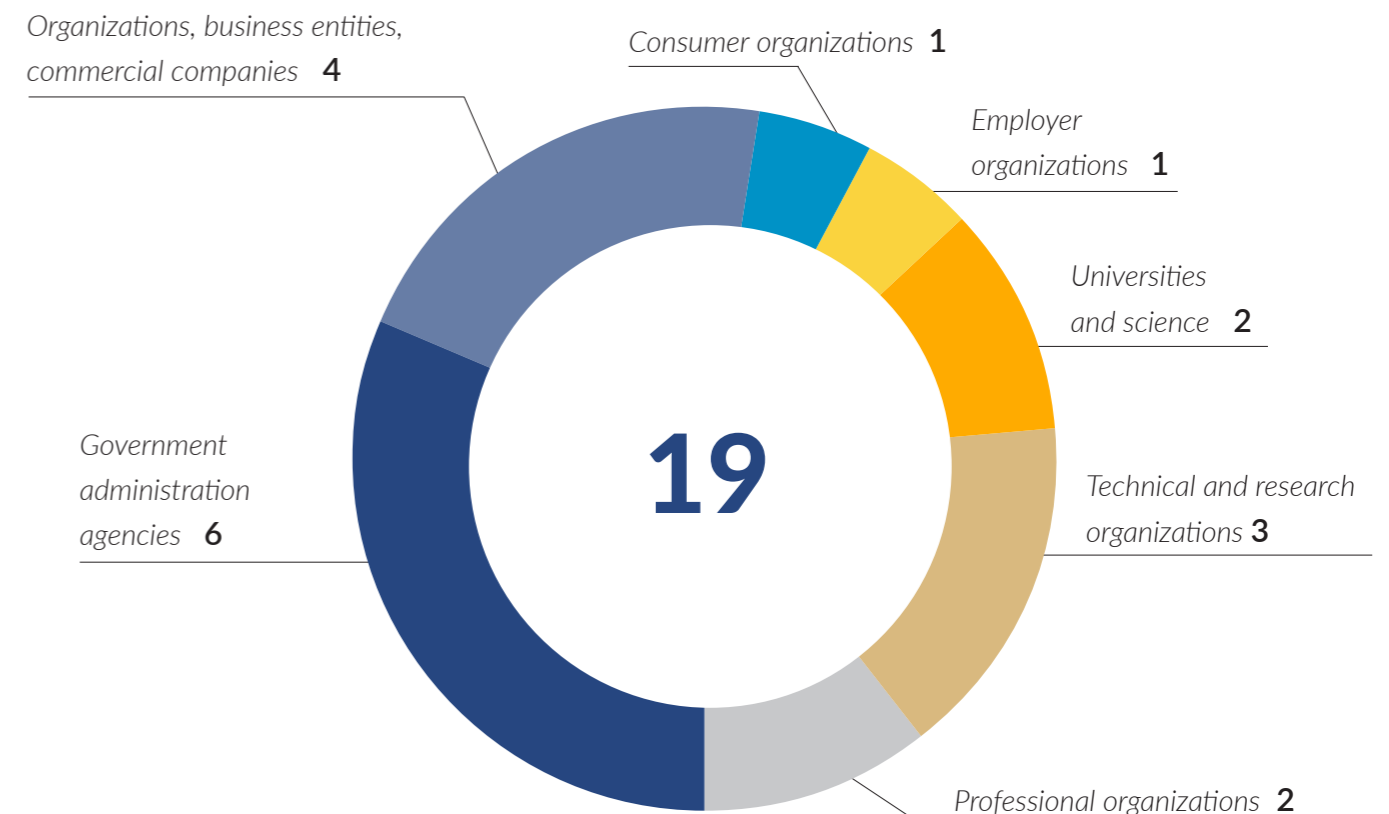


* as of 31/12/2019

NUMBER OF ENTITIES IN KTs

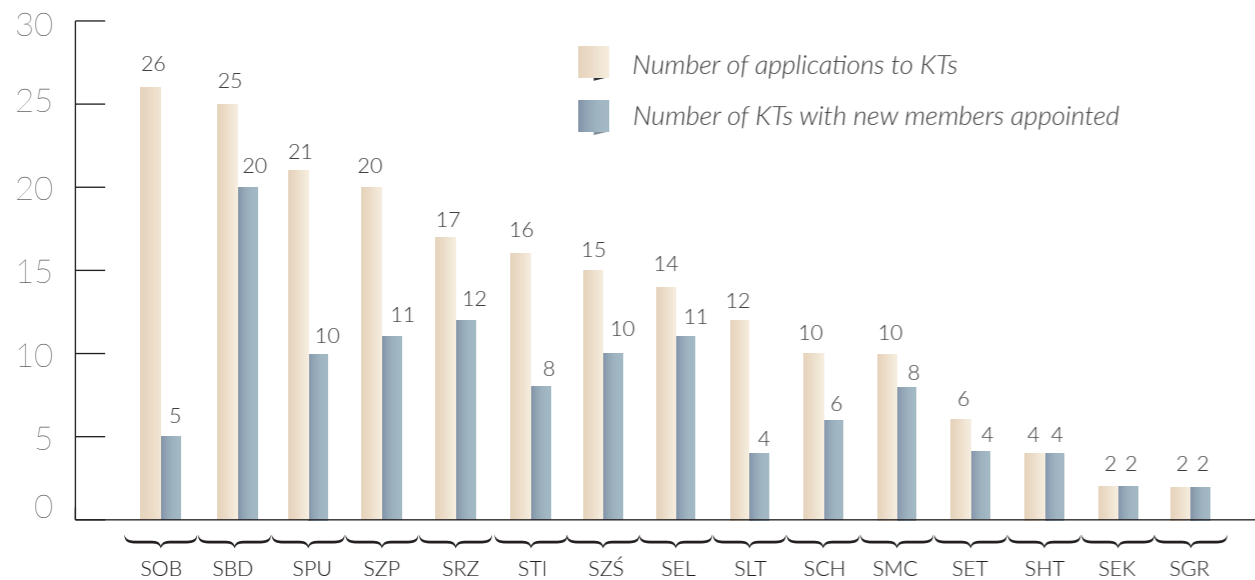


NUMBER OF ENTITIES IN KZs



The President of PKN appointed **148** entities as members of **117** Technical Committees (KTs), who declared **200** KT memberships, which means that some of the **148** entities applied to more than one KT. **71** entities with **86** KT memberships were dismissed. **44** entities (**56** KT memberships) declared complete withdrawal from the work in TBs.

Appointments to KT in 2019 by sector



By the end of 2019, **3,541** people representing **1,282** entities participated in the work of **267** Technical Committees – **3,134** KT applications.

By the end of 2019, **34** people representing **19** entities participated in the work of **4** 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 2019, the representation of SMEs (entities with maximum 250 employees) was as follows:

- ▶ in Technical Committees (KTs) – 49.1%;
- ▶ in Project Committees (KZs) – 21.1%;
- ▶ in Technical Subcommittees (PTs) – 38.9%.

The largest group of KT members are entities from the group of organizations, business entities, and commercial companies (72.5% of members), i.e. 51.1% of KT applications. Nearly 70% (i.e. 67.6%) of them are small and medium-sized enterprises that are interested in work at 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), Consumer Products (SPU), and Chemistry (SCH).

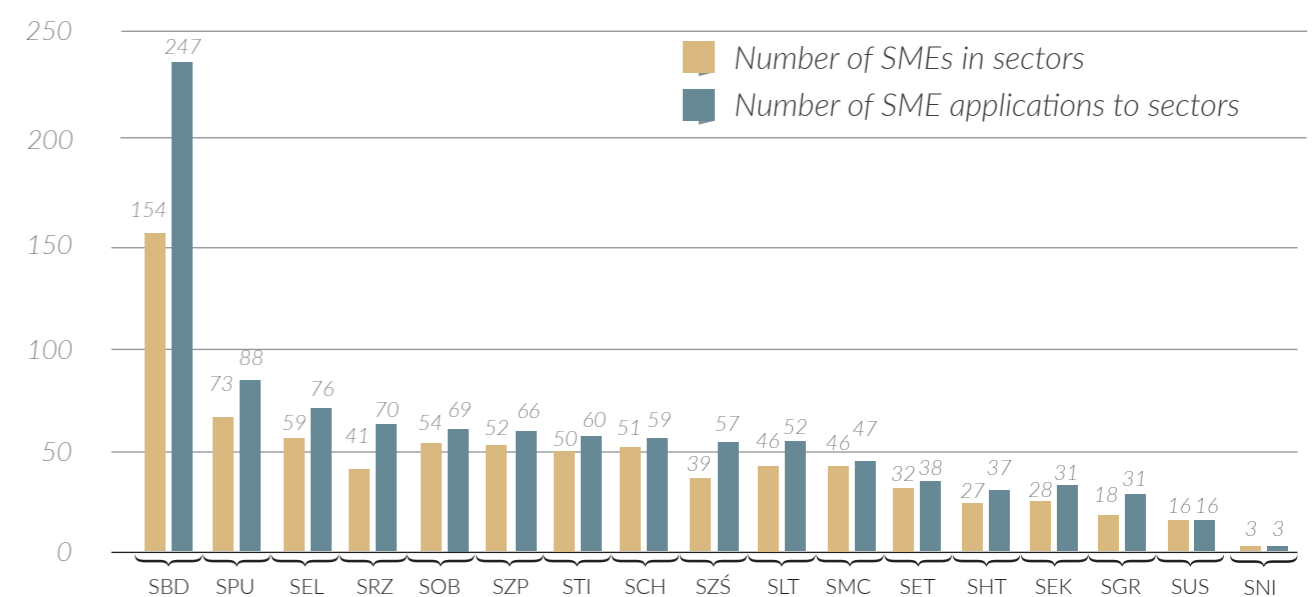
Overall, the participation of SMEs in KT/KZs/PKs is as follows:

- ▶ microenterprises – 208 entities (363 TB applications);
- ▶ small enterprises – 188 entities (281 TB applications);
- ▶ medium-sized enterprises – 249 entities (454 TB applications).

In total, in 2019, SMEs were members of 248 Technical Bodies, including:

- ▶ 236 – KT;
- ▶ 2 – KZ;
- ▶ 10 – PK.

Number of entities and SME applications to KT in 2019 by WPN sector



Work program and development of standards

PKN's work program is published on PKN's website in real time. The program is based on the programs of works of TBs that operate under PKN, in accordance with the priorities set by the Standardization Council (RN). The works are financed from the budget and the pool of funds for contracted services. PKN's 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 Documents (PDN).

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

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

Review of PNs and withdrawals of standards

In 2019, a periodic review of PNs took place, covering 693 standardization subjects. As a result of the conducted review:

- ▶ 521 PNs remained valid;
- ▶ 38 PNs needed to be updated or amended;
- ▶ 134 PNs were withdrawn and not replaced.

Overall, as a result of the 2019 review and completion of the post-review actions agreed in 2018, 158 invalid PNs have been withdrawn from the collection of Polish Standards.

Cooperation with European and international standardization organizations

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

IN THE WORK OF 113 WORKING GROUPS THERE WERE *Membership of IEC in 2019*

66 EXPERTS FROM POLAND INVOLVED

In 2019, PKN issued opinions on a total of 1,057 IEC working documents, including 634 relating to TCs/SCs, of which PKN is a "P" member. PKN issued opinions on 615 draft standards. Content-related or editorial remarks were submitted with respect to 81 working documents, including 30 draft standards.

Membership	Committees (TC)	Subcommittees (SC)	Total (TC and SC)
Participant ("P")	32	17	49
Observer ("O")	73	52	125

ISO PKN COOPERATES WITH 723 TECHNICAL COMMITTEES (TCS) AND SUBCOMMITTEES (SCs)

IN THE WORK OF 167 WORKING GROUPS THERE WERE *Membership of ISO in 2019*

130 EXPERTS FROM POLAND INVOLVED

In 2019, PKN issued opinions on 3,646 ISO working documents, including 3,072 relating to TCs/SCs, of which PKN is a "P" member. Last year, 1,218 positions for voting on draft standards were submitted to ISO. Remarks were submitted with respect to 123 documents.

Membership	Committees (TC)	Subcommittees (SC)	Total (TC and SC)
Participant ("P")	61	153	214
Observer ("O")	150	260	410

CEN IN THE WORK OF 332 WORKING GROUPS THERE WERE **286** EXPERTS FROM POLAND INVOLVED

Opinions were issued on a total of 3,358 CEN working documents, including 1,754 draft European Standards – at the survey and formal voting stages. Content-related or editorial remarks were submitted with respect to 182 documents, including 103 drafts at the survey and formal voting stages.

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

Opinions were issued on 732 CENELEC working documents, including 714 draft European Standards – at the survey and formal voting stages. Content-related or editorial remarks were submitted with respect to 37 drafts.

ETSI PKN SUBMITTED ITS POSITIONS ON 76 DRAFT ETSI (prETSI EN) STANDARDS.

18 / 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. These are the PKN awards:

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

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



The 2019 Laureates

Standardization Compass

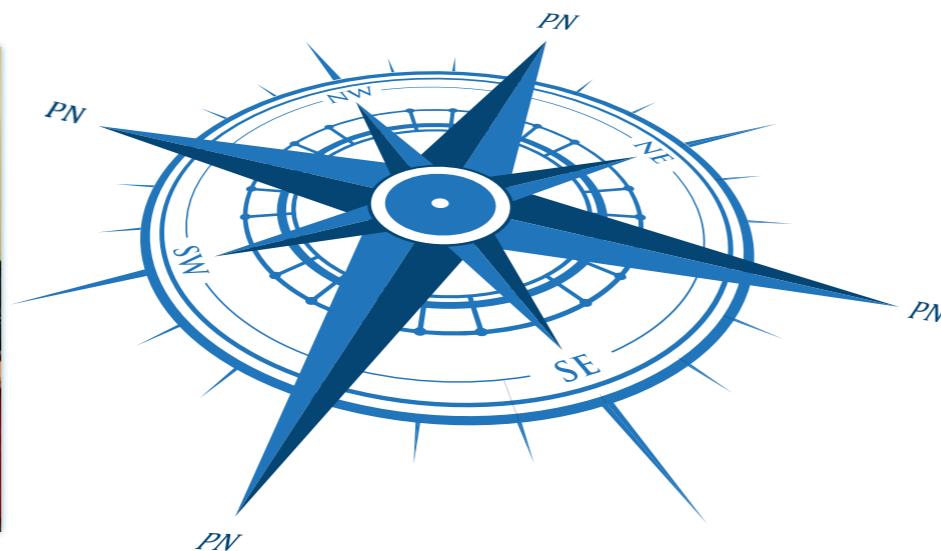
This award went to prof. Henryk Zobel PhD hab. Eng – the long-term Chairman of KT 102 and KT 251, and to the National Association of Dairy Cooperatives – Revisory Association.

Professor Henryk Zobel is a promoter of standardization in the scientific community and among practitioners, he activates the community in terms of participation in European standardization. He also participates in many meetings with representatives of government agencies, presenting the need for cooperation between science and administration. He has been involved in standardization since 2009 as a representative of two Technical Committees – KT 251 for Bridges and KT 102 for Building Structure Design Basics; since 2012, he has been the Chairman of KT 251, and since 2010 – the Chairman of KT 102. He is an active participant in European standardization. Since 2015, Chairman of the Sector Council of the Construction and Building Structures Sector. Initiator of regular meetings of Chairpersons of Technical Committees on Eurocodes. Applicant for the establishment of two new Technical Committees – KT 325 for the Design of Building Structures and Elements made of Glass, and KT 329 for Structures and Materials made of Polymer Composites.

The National Association of Dairy Cooperatives – Revisory Association has been conducting standardization activities for many years, and has become a permanent part of the history of Polish standardization. On 15 June 2000, the Polish Committee for Standardization entrusted the Association with running the secretariat of Technical Committee No. 35. The experienced staff of the National Association of Dairy Cooperatives – Revisory Association guarantees full participation in standardization works at the national, European, and international level. Many years of experience and involvement in the development and promotion of standardization pertaining to the dairy industry is highly appreciated by the Polish Committee for Standardization, as well as by KT members.



STANDARDIZATION COMPASS



Promoter of Education about Standardization

The title was awarded to: Bożena Mayer-Gawron (Ministry of National Education expert in vocational education) and Katarzyna Majewska-Mrówczyńska (Headmistress of the Complex of Architecture/Construction and Secondary Schools in Warsaw).



Bożena Mayer-Gawron

2009–2016 - Headmistress of the Szczepan Humbert Secondary School of Mechanics No. 1 in Cracow – a school with over 180 years of vocational education tradition.

2016–2019 - Deputy Director of the Centre for Education Development in Warsaw (ORE) responsible for vocational education.

2017–2018 - worked in the team for vocational education appointed by the Minister of National Education in order to rebuild the prestige, role, and importance of vocational education, develop it in an innovative way, adapt to the needs of the changing labour market, and develop the national economy. As the Deputy Director of ORE, she cooperated with the Ministry of National Education, chief education officers, NOT, PKN, ZRP, as well as employers and representatives of 25 professional sectors in the course of the “Partnership for Vocational Education” project.



Katarzyna Majewska-Mrówczyńska

Since 1999, she has been combining the work of an engineer with the work of a teacher of vocational subjects at technical secondary schools, and has been teaching at higher technical education institutions, using the knowledge contained in technical standards.

She shares her professional, academic, and school experience with others, emphasizing the values and benefits of using the knowledge offered by standards, especially for the teaching of vocational subjects. She is the methodical advisor to the Warsaw Centre for Education and Social Innovations and Trainings, performs the function of the Headmistress at the Stanisław Noakowski Complex of Architecture/Construction and Secondary Schools in Warsaw, and cooperates with the Polish Committee for Standardization as a member of the selection board that evaluates the work of teachers and students.

Moreover, when developing the teaching plans and curricula for the professions of construction technician and sanitary engineering technician at her institution, she includes educational content related to the broadly-defined standardization knowledge.



22 / 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

1. 7th Nationwide "Standardization and Me" Competition addressed to students and teachers from secondary schools (February 2019). The theme of the competition was "Standards + City = Smart City". Students prepared works in three categories: comic strips, essays, and videos. The teachers, on the other hand, 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.

2. 8th Nationwide "Standardization at School" Conference, with a theme alluding to the "Standards + City = Smart City" competition (15 March 2019). The conference was intended for headmasters, teachers, as well as representatives of regional education authorities and managing bodies. At the conference, awards were presented to the laureates of the 6th nationwide "Standardization and Me" competition. The above initiatives received:

- ▶ honorary patronages of: Ministry of National Education, Ministry of Entrepreneurship and Technology, OHP, Mayor of the City of Gdynia, Mayor of the Capital City of Warsaw, 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", AURA ochrona środowiska, ekologia.pl, Edukacja.net, Inteligentnemiasta.pl.



Post middle school education

Presentations at schools for students

- ▶ Nicolaus Copernicus Complex of Post Middle Schools No. 2 in Siedlce;
- ▶ John Paul II Complex of Post Middle Schools No. 3 in Krotoszyn;
- ▶ Complex of the Agricultural Education Centre Schools in Sandomierz;
- ▶ Complex of Construction Schools bearing the name of Home Army Soldiers, in Olsztyn;
- ▶ Complex of Forestry Schools in Ruciane-Nida;
- ▶ County Centre for Vocational Education and Lifelong Learning in Wodzisław Śląski;
- ▶ Complex of Economic Schools in Słupca;
- ▶ Complex of Vocational School No. 2 in Starachowice.

Competitions

- ▶ Awards Gala of the 7th Nationwide “Standardization and Me” Competition during the 8th “Standardization at School” Conference;
- ▶ Final of the Standardization Knowledge Competition at the Łódź Centre of Teacher Training and Vocational Education in Łódź, which was held under the honorary patronage of the Polish Committee for Standardization;
- ▶ Final of the Standardization Knowledge Competition at the Complex of Construction Schools bearing the name of Home Army Soldiers, in Olsztyn. The competition was held under the honorary patronage of the Polish Committee for Standardization;
- ▶ Final of the 1st County Standardization Knowledge Competition in Krotoszyn organized by the John Paul II Complex of Post Middle Schools No. 3 under the honorary patronage of the Polish Committee for Standardization;
- ▶ Final of the 3rd Regional Standardization Knowledge Competition at Vocational School Complex No. 2 in Starachowice.



“Standardization and Me” competition
First place: Weronika Krawczyk

Meetings and seminars

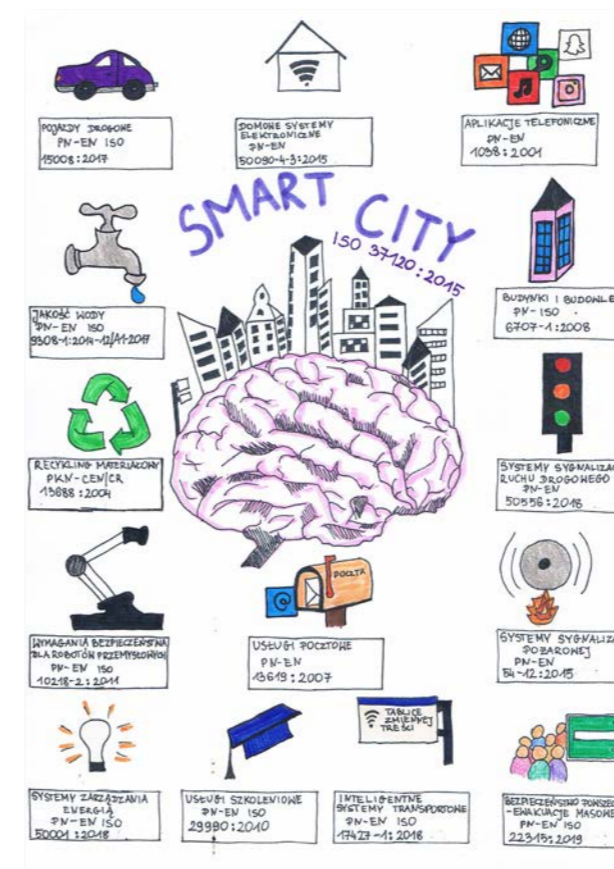
The need to raise standardization awareness was incorporated into the new core curricula for trade occupations and additional vocational skills introduced by a Regulation of the Minister of National Education in May 2019. Issues related to the basics of standardization and conformity assessment were introduced for educational outcomes in 215 occupations. PKN – supporting the schools and teachers of industry professions – conducted free training courses at the following institutions:

- ▶ County Complex of Schools No. 2 bearing the name of Karol Miarka, in Pszczyna;
- ▶ Warmia and Mazury Chief Education Office in Olsztyn;
- ▶ “WOM” Regional Teacher Training Centre in Katowice;
- ▶ Lesser Poland Centre for Teacher Training in Cracow.

Additionally, the Management of PKN gave a lecture for teachers on standardization in the new core curriculum at the conference on the occasion of the European Vocational Skills Week in Stargard Szczeciński.



President of PKN Tomasz Schweitzer and laureates of the “Standardization and Me” competition



“Standardization and Me” competition
Third place: Paulina Kořak

Higher education institutions

Standardization meetings were held also for students and staff of higher education institutions:

- ▶ standardization seminar at the AGH University of Science and Technology in Cracow;
- ▶ seminars on standardization at the Łódź University of Technology;
- ▶ seminar for the students of the Faculty of Management at the University of Łódź;
- ▶ seminar for the students of the Faculty of Mechanical Engineering at the Koszalin University of Technology.

26 / External relations

INTERNATIONAL RELATIONS

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

PKN is a member of such international and European standardization organizations as: IEC – International Electrotechnical Commission, ISO – International Organization for Standardization, CEN – European Committee for Standardization, CENELEC – European Committee for Electrotechnical Standardization and a national standardization organization at ETSI – European Telecommunications Standards Institute. Thanks to its membership of these organizations, PKN enables Polish stakeholders to be actively involved in the standardization work of European and international institutions. Representatives and delegates of PKN represent the interests of the Polish standardization system and Polish stakeholders in the management authorities and technical bodies of international and European standardization organizations. In 2019, PKN's delegates participated in: 83rd IEC General Meeting and 42nd ISO General Assembly; 52nd and 53rd ETSI/NSO Meeting, and the Annual Session of CEN-CENELEC; meetings of the CENELEC Administrative Board (CLC/CA), CEN and CENELEC General Assemblies (CEN/AG and CENELEC/AG), meetings of CEN and CENELEC Technical Boards (BT), CEN and CENELEC Administration Council Policy Working Group; European Forum of Standard Distributors (EFSD), 16th PR Roundtable, as well as the meetings of CEN and CENELEC Joint Commercial Advisory Group (JCAG) and CENELEC Technical Board Working Group "BT Efficiency" (CLC/BTWG 128-3 "BT Efficiency").

Being actively involved in the work of standardization organizations, PKN managed or supervised the functioning of the following secretariats of Technical Commit-

tees or Subcommittees: ISO/TC 98, ISO/TC 98/ SC 2, IEC/TC 27 and CENELEC reporting secretariats (CLC/SR 27 and CLC/SR 90).

Bilateral cooperation

New agreement with BelGISS

On 15 January 2019, a new agreement was concluded between PKN and the Belarusian State Institute for Standardization and Certification (BelGISS), concerning the sale of Polish Standards in Belarus. The new agreement replaced the previous one, which had been in force since May 2009.

The new agreement – apart from granting BelGISS the non-transferable right to use Polish Standards, including their sale – makes it possible to independently translate them into Russian and to use the Polish Standards held by BelGISS for internal purposes.

Signing the Memorandum of Understanding between PKN and DKE

On 15 January 2019, the President of the Polish Committee for Standardization – Tomasz Schweitzer, PhD – and the Managing Director of the German Commission for Electrical, Electronic & Information Technologies (DKE) – Michael Teigeler – signed an agreement on extending, until 2024, the term of the Memorandum of Understanding between PKN and DKE in the field of standardization. Thus, both standardization bodies unanimously agreed that the Memorandum of 7 May 2014 would remain in force all the way until 31 May 2024.

The extension of the term of the memorandum between PKN and DKE also has a European dimension, as it strengthens the strategic partnership between the standardization bodies being part of European standardization organizations. It also creates conditions for deepening the technical cooperation between the Republic of Poland and the Federal Republic of Germany.



Visit of the delegation from the Institute for Standardization of Moldova to PKN

On 30–31 May 2019, PKN was visited by representatives of the standardization body of Moldova – the Institute for Standardization of Moldova (ISM). It was a study visit.

In the course of a series of meetings and talks with employees of individual sectors of PKN, the ISM representatives had an opportunity to familiarize themselves with the principles and course of PKN's general activities. Meetings with the management and employees of PKN took the form of open discussions and exchange of good practices, during which the ISM representatives were also able to share their observations and information on the specifics of their own standardization body's operation.

International Forum on Technical Regulation

On 23–25 May, an expert from PKN took part in the International Forum on Technical Regulation in Lviv, devoted to the application of technical regulations in business, science, and education. The Forum in Lviv was one of a series of meetings held in the largest industrial centres of Ukraine, which were aimed at familiarizing Ukrainian entrepreneurs with the rules of applying technical standards and regulations in the European Union. The organizer of the forum was the Ukrainian Ministry of Economic Development and Trade.

Visit of representatives of Chinese quality infrastructure units

On 25 June 2019, at the PKN head office in Warsaw, a meeting was held between PKN's management and a group of representatives of the most important Chinese quality infrastructure units.

During the meeting, representatives of PKN, PCBC, and SARM gave short presentations on the functioning of the institutions they represent. The participants also discussed the possibilities of cooperation with regard

to conformity assessment in order to implement the agreement between the governments of the Republic of Poland and the PRC on strengthening the cooperation in the field of infrastructure signed in 2012. Moreover, the parties exchanged positions and views on possible joint activities in the forum of the International Electrotechnical Commission (IEC) and the possibilities of cooperation within IECEE and ISO/CASCO.

Visit of a DKE representative to PKN

On 1 July 2019, at PKN, there was a meeting with Florian Spittler – the new Head of External Relations & Support at DKE. The meeting was of a working nature. The parties exchanged their experiences of: cooperation with European and international organizations, the sales of standards, and their digitization. The representative of DKE also presented systems for customer service and machine translation of standards. The meeting resulted in further cooperation in the field of machine translation of standards between the institutions.

Visit of SASO representatives to PKN

On 29 August 2019, at its head office, the Polish Committee for Standardization received representatives of SASO – the Saudi Standards, Metrology and Quality Organization. The purpose of the visit was to acquaint the guests with the organization of standardization works in Poland as well as with practices concerning conformity assessment and certification.

The Baltic Standards Forum

As part of building the regional dimension of cooperation with European standardization bodies, PKN representatives – as every year – took part in the meeting of standardization bodies of the Baltic states. The forum was held on 5–6 September 2019 in Druskininkai, Lithuania. Apart from the delegates from PKN, the forum was attended by representatives of standardization bodies from Lithuania (LST), Latvia (LVS) and Estonia (EVS), as well as (as guests) Cinzia Missiroli being the Director for Standardization & Digital Solutions from CEN-CENELEC, and Hanna Lisina being the Director

General of the “Ukrainian Scientific Research and Training Center for Standardization, Certification and Quality Problems” state-owned enterprise. During the meetings, the representatives of the Baltic standardization organizations shared their experiences, presented their achievements, and discussed important issues related to the functioning of the European standardization system.

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

In 2019, two working meetings of the European Commission Committee on Standards were held. 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 was a representative of the Ministry of Entrepreneurship and Technology.

This form of participation makes it possible to present the national position reflecting the needs of national standardization, and to monitor the execution of the EU's European standardization policy by the EC. In this respect, the main area of cooperation in 2019 concerned the new system of developing harmonized standards under Standardization Requests.

Correspondence with Polish government offices

PKN's cooperation with standardization bodies from countries that are not members of 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 Ministry of Entrepreneurship and Technology and the Ministry of Foreign Affairs mainly pertained to the independent activities undertaken by PKN in the international arena, as well as to the status of bilateral cooperation with regard to standardization and technical policy with standardization bodies from countries that are not members of European standardization organizations. The correspondence mainly concerned the regular bilateral meetings of commissions for economic cooperation aimed at facilitating the economic exchange between Poland and countries of Central and Eastern Europe.



ACTIVITIES IN POLAND

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

Polish Standardization Day

On 22 May 2019, on the occasion of the Polish Standardization Day, for the 10th time, PKN organized a nationwide conference devoted to standardization issues. The main theme was "The role of standards in the development of Industry 4.0".

During the meeting, the invited speakers talked about the directions of development of standardization in the context of Industry 4.0. Using numerous practical examples, the speakers raised the following issues:

- ▶ The Future Industry Platform as a tool for supporting entrepreneurs.
- ▶ Internet of Things in Industry 4.0.
- ▶ Cyber Security in Industry 4.0.
- ▶ Directions of development of standardization in Industry 4.0.
- ▶ Practical aspects related to implementation of Industry 4.0 – with Siemens as the example.
- ▶ Industry 4.0: optimization and robotization of production processes – a case study.

As usual on the Polish Standardization Day, PKN's "Standardization Compass" award was presented.

The event brought together more than 100 participants – entrepreneurs, people responsible for production process optimization, and those interested in implementing new technologies.

The following partners assumed honorary patronage of the event: Ministry of Entrepreneurship and Technology, Ministry of Digitization, National Chamber of Commerce, Polish Agency for Enterprise Development.



PKN's autumn conference "OSH in accordance with PN-ISO 45001:2018"

The conference was held on 28 November 2019 at the MS Mermaid Conference Centre in Warsaw. The invited speakers talked – in the context of PN-ISO 45001 – about the issues related to an OSH (Occupational Safety and Health) management system, presented the basic terms and definitions of the system, and discussed the improvement of its effectiveness. Also presented was the topic of the legal system in the area of OSH, as well as the challenges faced by bodies that certify OSH management systems. The speakers raised the following issues:

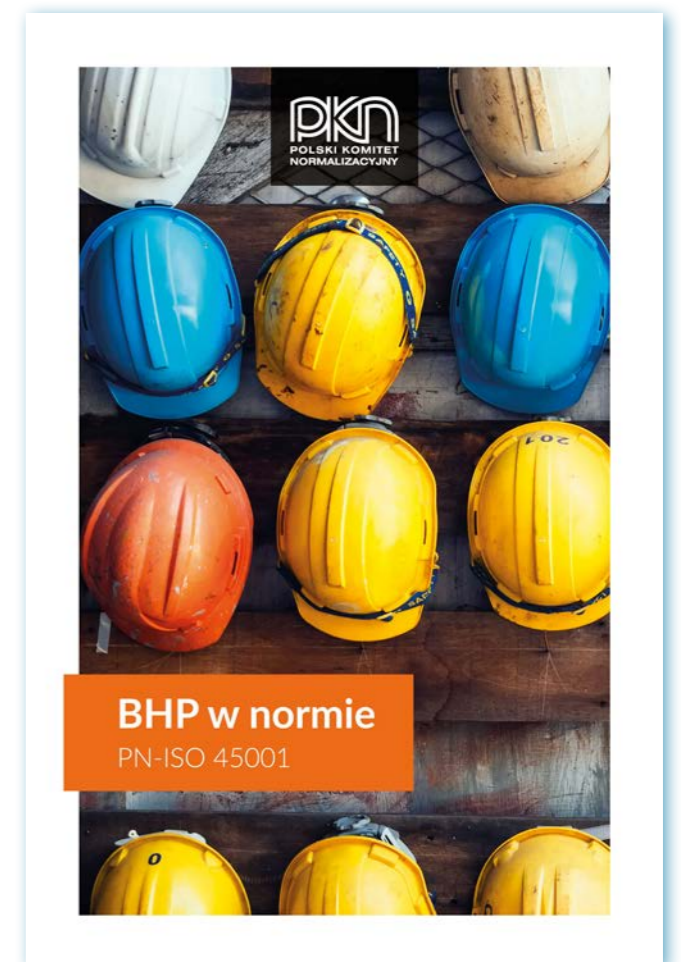
- ▶ An occupational safety and health management system according to PN-ISO 45001:2018.
- ▶ Improving the effectiveness of an OSH management system in the light of PN-ISO 45001:2018.
- ▶ Basic terms and definitions of an OSH management system according to PN-ISO 45001:2018.
- ▶ Accreditation of bodies that certify occupational safety and health management systems – challenges arising from the new PN-ISO 45001:2018.
- ▶ The legal system in the area of OSH.

The event was attended by 150 occupational safety and health representatives from various business areas – both public and private companies, as well as industry associations and higher education institutions.

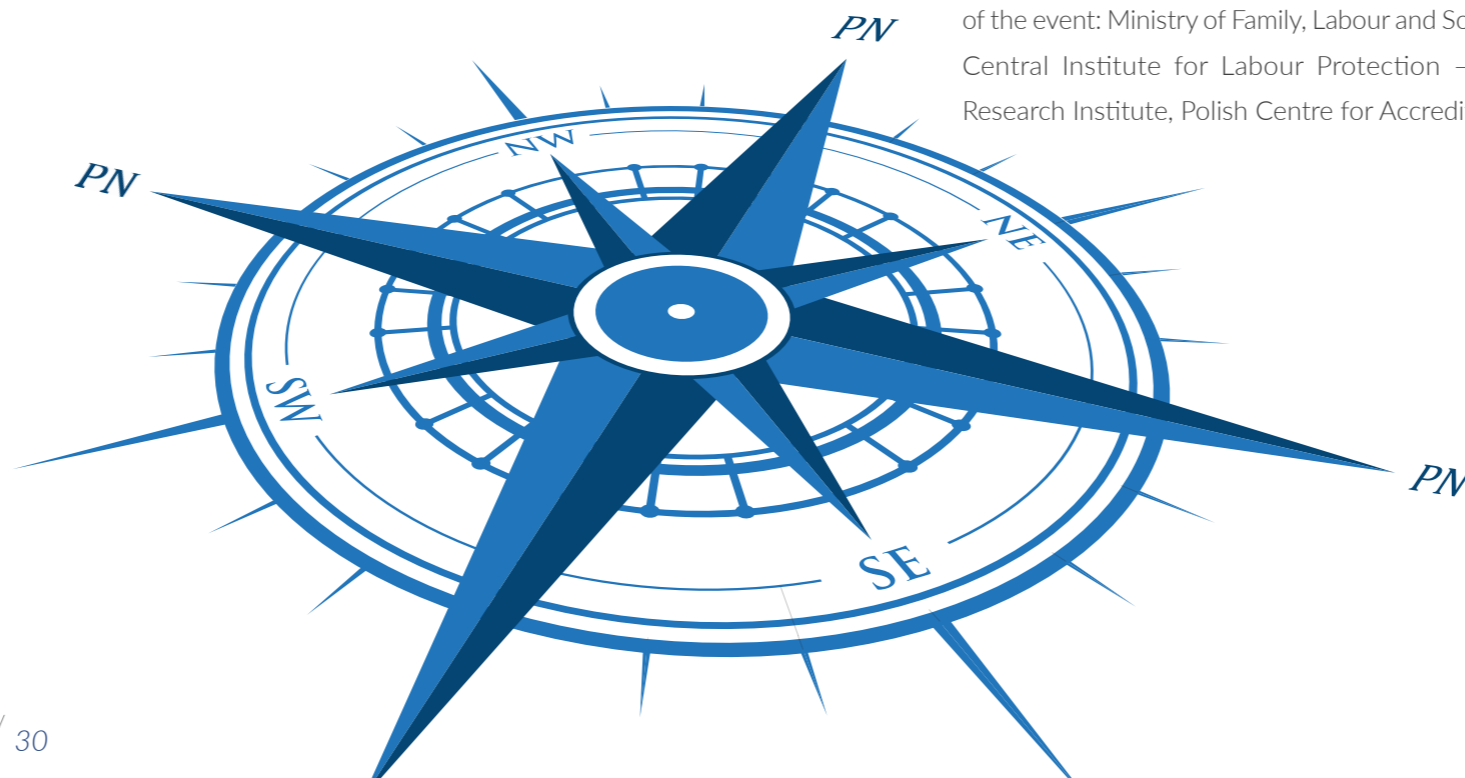
The following partners assumed honorary patronage of the event: Ministry of Family, Labour and Social Policy, Central Institute for Labour Protection – National Research Institute, Polish Centre for Accreditation.

The advertising campaign in urban environments – "OSH normal"

The aim of the campaign was to present PKN's activities and to increase awareness of standardization in the context of the newly developed Polish version of PN-ISO 45001:2018. The campaign alluded to the November conference "OSH in accordance with PN-ISO 45001:2018".



In the last two weeks of November, at bus stops in four Polish cities, PKN presented its "OSH normal" ad. At the same time, the ad appeared in the form of an animation on the screens of trains belonging to Mazowieckie Railways, as well as in the mobile app. The mobile version of the ad was addressed to a specific group of recipients – owners and directors of Poland's largest enterprises.



PKN's image-building activities

1. "Wiadomości PKN" monthly

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

In 2019, besides the 12 regular issues of the "Wiadomości PKN. Normalizacja" monthly, a special themed issue was published, focusing on Industry 4.0.

Industry 4.0 represents the so-called fourth industrial revolution, which encompasses many social changes related to work, as well as technological changes.



It is a digital transformation of industrial markets, with intelligent production at the forefront. A widespread use of new technologies requires an intelligent integration of systems at various levels, which may only be achieved if the relevant technologies, interfaces, and formats are clearly and reliably defined in standards. Therefore, digitization and standardization must go hand in hand. Standards are a tool for spreading knowledge and innovation around the world – they ensure compatibility and interoperability so that new technologies can be seamlessly implemented.

The publication on Industry 4.0 addressed issues such as: directions of development of standardization, cyber security, trends in the development of norms and standards, the importance of standards in the fourth industrial revolution. The authors of the articles were experts who deal with aspects of Industry 4.0 in their professional work and standardization activities.

Industry 4.0 – based on innovation and new technologies – is already changing the economy, business models, awareness, and opportunities of the society. And this is just the beginning. Standardization supports these changes.

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



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.

Activities on social media

- ▶ Preparing and publishing texts about: standardization in the context of interesting topics (e.g. improvement of an OSH management system, personal data protection and safety, artificial intelligence, 5G technology, Industry 4.0, smart cities, energy efficiency, sustainability, etc.), current standardization-related topics (amendments to standards, establishments of new KT, publications of important documents, reports from meetings with representatives of other standardization organizations), as well as issues related to PKN (publication of new issues of "Wiado-

mości PKN", PKN brochures, work advertisements, information about the organized training courses, conferences, working group meetings, "Standardization and Me" competitions, etc.).

- ▶ 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 the above-mentioned organizations).

Statistics

- ▶ FB: 660 followers, 595 profile likes.
- ▶ Twitter: 169 followers, 55 followed.
- ▶ LinkedIn: 363 followers.

Each post reaches between approx. 150 and 23,000 people.

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

Safety is a timeless topic, and the issues connected with safety are important to us all. The developing of professional and social awareness, and the directing of attention to various aspects of the concept of safety in both real and virtual dimension, has translated into producing the PKN brochures.

- ▶ Brochure entitled "Occupational safety and health management system"

PN-ISO 45001 reflects the latest ideas of OSH management and best practices, as well as allows to establish, implement, and maintain an OSH management system at all organizations. Why else is it so significant? It is one of the world's most awaited standards, which goes beyond geographical, political, economic, commercial, and social boundaries. With this in mind, the Polish Committee for Standardization produced the free "Occupational safety and health management system" brochure. It indicates the benefits of applying PN-ISO 45001, discusses the issues related to certification, and gives some important guidelines for the implementation of PN-ISO 45001 at an organization. The information contained in the brochure is intended to be an answer to the question of how to effectively improve the safety of employees thanks to the PN-ISO 45001 International Standard.

- ▶ Brochure entitled "How to secure personal data at a company? Protection thanks to standards"

More and more organizations process personal data, and public expectations about their protection and security are growing too. Organizations that collect or process data need guidance on their protection. The brochure explains the concept of Personally Identifiable Information (PII) and gives examples of standards that are worth applying in the process of protecting personal data.

It ought to be emphasized that every organization is responsible for minimizing risks to the health or life of its employees. In order for such an organization to achieve its objectives, increase customer confidence, and operate in line with legal requirements, it should also effectively protect personal data.



4. Redevelopment of the WIEDZA website

In 2019, PKN continued the redevelopment of the wiedza.pkn.pl information portal, which had started a year earlier.

The website has just been given a changed content layout, more convenient navigation, and a modernized graphic design. Following the current trends and bearing in mind the importance of a proper architecture of information, PKN strived to create a website that would be functional and friendly to users, who will now easily and quickly find the content they are looking for and appreciate the aesthetics of the site.

The change in design has also become an opportunity to better present interesting and valuable standardization topics, training materials, and own publications. The new way of presenting e.g. "Wiadomości PKN" allows to conveniently browse through the selected issues (i.e. numbers).

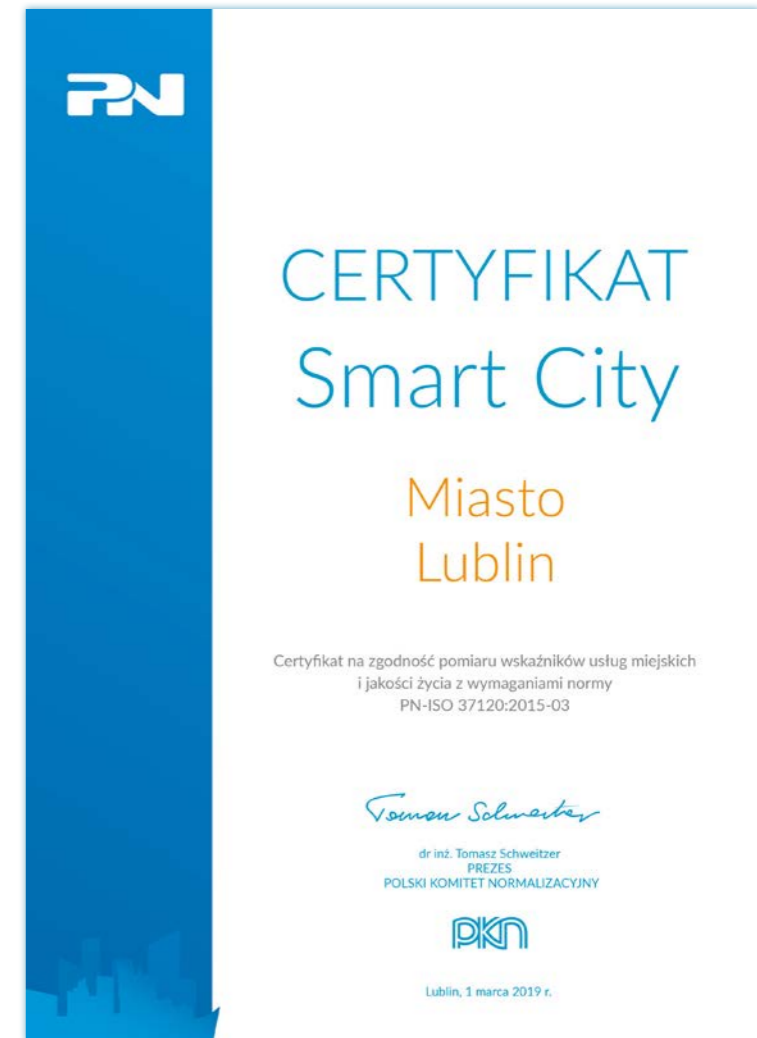
Care has been taken also to make the website friendly to mobile users, which potentially increases the number of visits.

5. Cooperation with partners of PKN

PKN has been cooperating for years with numerous entities in the organization of various events.

In March 2019, the "How to reference standards in public procurement" workshop was held, which concerned the applying of standards in Terms of Reference and in tender procedures. The activities were carried out in cooperation with the Danish organization DanSense Ltd.

In March 2019, the President of PKN ceremonially presented the Mayor of Lublin with the first ever "Smart City" certificate of compliance with PN-ISO 37120 issued by PKN. The event followed a campaign informing local governments about PKN's service – certification of cities as being compliant with PN-ISO 37120:2015-03, which PKN has been performing since 2018. The year 2019 saw the continued promotion of Smart City issues, among other things through participation of speakers from PKN in various events and creation of a special section at www.pkn.pl dedicated to this subject.



In June 2019, in partnership with the Polish Centre for Accreditation, the Central Office of Measures, and the University of Warsaw Biological and Chemical Research Centre, PKN organized the conference entitled "Reference Materials – production and application in laboratories".

PKN representatives took part in conferences, seminars, and industry fairs, such as: the opening by the President of PKN of the 21st International Fair of Analytical and Measurement Techniques EuroLab 2019, as well as the International Renewable Energy Fair RE-Energy 2019; the presentation entitled "What's new in standardization?" at the POLLAB "Laboratory problems" conference; "The future of standardization in view of the fourth industrial revolution" at the "Autumn school of industrial safety" conference; the lecture entitled "Role of standardization in building European integrated solutions in the field of public safety" at the 3rd Nationwide Technical and Research "Safe Place Congress"; the lectures: "Role of standardization in healthcare" and "Safety management at an organization" at the European Quality Forum; the lecture entitled "International, European, and national technical bodies dealing with blockchain issues" at the 6th Digital Money & Blockchain Forum during the "Digital Currencies. Definition and regulatory problems 4.0" conference; participation of the President of PKN in the "Vision of the development of e-Economy" panel during the 2nd Vision for Development Forum in Gdynia; the lecture entitled "PN-ISO 37120 – a tool for assessing the effectiveness of actions for sustainable social development" during the Smart City Expo fair in Łódź, the 2nd Smart City Summit "Happy Cities", Białystok.

In 2019, our representatives spoke twice about standardization and PKN's activities on Polskie Radio Program I and Polskie Radio Program IV.



PKN's patronages

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

- ▶ MT Targi Polska – the 21st International Fair of Analytical and Measurement Techniques EuroLab 2019, 13–15 March, Warsaw;
- ▶ County Standardization Knowledge Competition, the Complex of Construction Schools in Olsztyn, 29 March;
- ▶ Polish Chamber of Liquid Fuels (PIPP) – the 26th International Petrol Station Trade Fair, 15–17 May, Warsaw;
- ▶ KT 254 for Geotechnics – the workshops entitled Eurocode 7: New Generation. Evolution with your participation, 6 June, Warsaw;
- ▶ The SmartCityExpo Fair, 11–12 June, Łódź;
- ▶ 2nd International Renewable Energy Fair RE-Energy, 10–11 September, Warsaw;
- ▶ Paragraf 34 – the "Autumn school of industrial safety" conference, 9–11 October, Wiśla;
- ▶ 9th CommonSign Warsaw conference 2019 – Electronic Signature Interoperability Summit, 29 October, Warsaw;
- ▶ Kosciuszko Institute. 5th European Cybersecurity Forum – CYBERSEC 2019, 29–30 October, Katowice;
- ▶ European Business Forum, 26 November, Katowice;
- ▶ 3rd Regional Standardization Knowledge Competition at the Complex of Vocational Schools in Starachowice. The Finals. 10 December, Starachowice.

6. The "Young Professionals in Standardization" workshops

On 11 April 2019, PKN hosted for the first time the "Young Professionals in Standardization" workshops addressed to young people already involved in standardization. The meeting was attended by 28 people from various sectors. The aim of the meeting was to encourage young professionals to get even more involved in standardization at the European and international level, as well as to show that being an expert means, above all, new opportunities and challenges for a young specialist. The workshops were divided into 2 parts: one devoted to content, and the other to discussions.

During the workshops, practical aspects were presented, concerning standards, organization of standardization work, referencing of standards in legislation, and possibilities of participation in European and international standardization. Moreover, the participants in the meeting gained knowledge of PKN activities and possibilities of cooperation in various areas.

The second part of the workshop was held in the form of discussion groups, whose main topic was the increase of participation in European and international works.

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Products and Services



Sales of standards 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 carried out 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 at the PKN online store.



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



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



Certification – a service of certification of conformity with Polish Standards, which involves the conducting (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.

Sales of products and services in thousands of PLN gross

Sales of PNs, PKNs, and other Polish deliverables excluding sales under a subscription	8,564
Standards online	1,347
PN subscription	512
Sales of standards and other foreign and international deliverables	644
e-Access	271
Reading Room	121
Results of standardization works and the special issue of "Wiadomości PKN"	8
PN Mark certification	0.5
CS1 Registration	4
Cooperation with higher education institutions	175
Classroom training	155
E-learning	6
Information services	16
Reprints	0.5
Total sales	11,824

Training courses

Traditional open training courses

- ▶ Internal auditor of Information Security Management Systems, in accordance with PN-EN ISO/IEC 27001:2017-06
- ▶ Process approach in ISO standards, taking ISO 9001:2015 as the example.
- ▶ Training for Data Protection Officers – Risk and Threat Analysis.
- ▶ Internal audit according to the amended PN-EN ISO /IEC 17025:2018-02.
- ▶ Directives and harmonized standards in the system of technical equipment safety in the European Union.
- ▶ Requirements of the National Cybersecurity System Act versus the requirements of PN-EN ISO 22301:2014-11 and PN-EN ISO/IEC 27001:2017-06.
- ▶ Internal auditor of Information Security Management Systems, in accordance with PN-EN ISO/IEC 27001:2017-06 – lecture, classes, workshops.

Traditional closed training courses

- ▶ Internal auditor of Information Security Management Systems in accordance with PN-EN ISO/IEC 27001:2017-06, and an introduction to the IT Service Management System according to ISO/IEC 20000 for the Mazovian Voivodeship Office.
- ▶ 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	17	172
Traditional closed training	3	19
e-learning	6	49
Total	26	240

PKN's publishing activity

Polish Standards and Polish Standardization Deliverables

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

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

- ▶ file downloaded directly by the client in the online store, access to the file through the e-Standard

(e-Norma) service or the Standards library (Biblioteka norm) application;

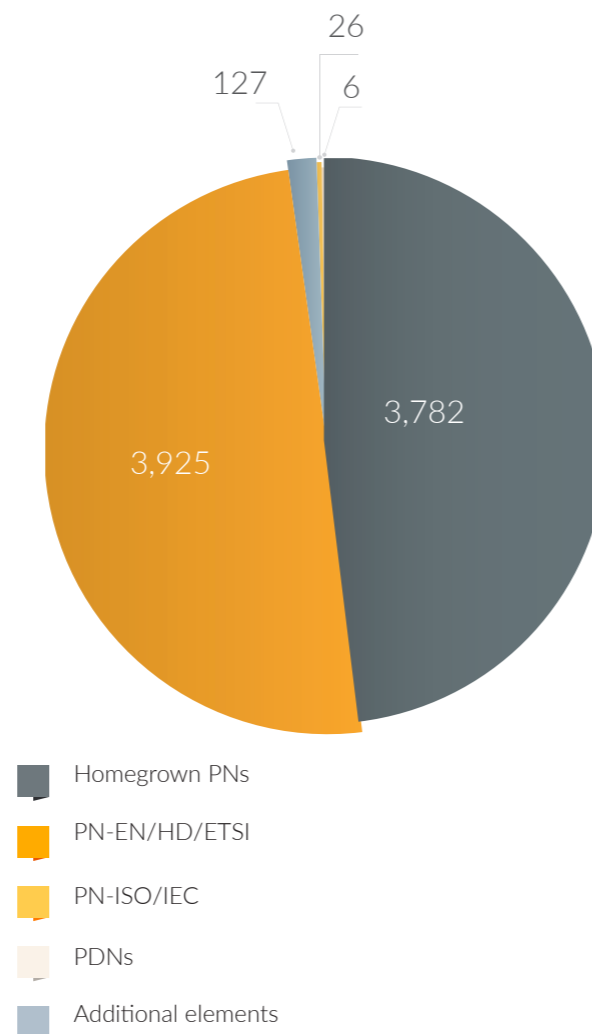
- ▶ file on a CDR – a ready-made set relating to a specific theme or a customer-specified set of standards;
- ▶ file printing – on request, as per customer order.

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

Archival standards used to be converted to PDF at the client's request or to supplement the collection. In 2019, the supplementation of the collection with the missing PDFs containing archiwal PNs was completed.

Growth in the electronic PN and PDN collection in 2019

Type of document	Number of PDFs
Homegrown PNs – version P:	3,782
newly approved PNs	18
historical PNs	3,764
PN-EN/HD/ETSI:	3,925
version E	3,698
version P	191
version D	33
version F	3
PN-ISO/IEC:	26
version E	2
version P	24
PDNs:	6
version E	1
version P	5
version D	0
Additional elements*:	127
version P	28
version E	99
Total:	7,866

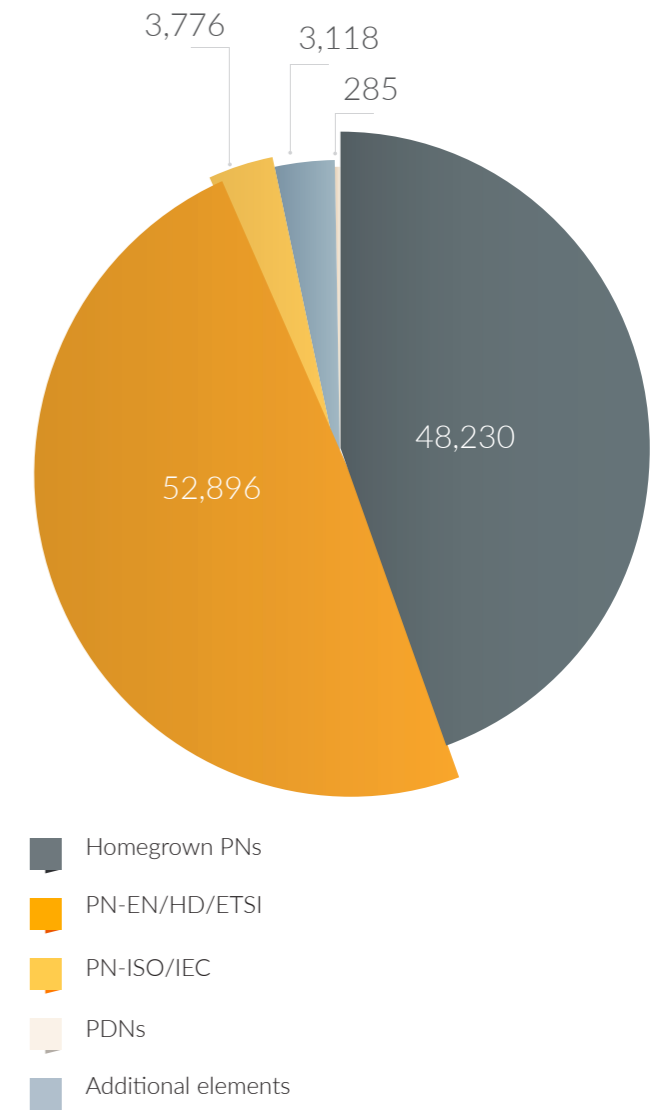


* including: National appendices (NA), Interpretation sheets (IS), Amendments to standards (AC, Ap).

Status of the electronic PN and PDN collection*

Type of document	Number of PDFs
Homegrown PNs	48,230
PN-EN/HD/ETSI:	52,896
version E	33,822
version P	17,332
version D	1,627
version F	115
PN-ISO/IEC:	3,776
version E	114
version P	3,638
PDNs:	285
version E	145
version P	139
version D	1
Additional elements:	3,118
NA/IS	93
Ap/AC/ERRATA	3,025
Total:	108,311

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



In 2019, the electronic collection of PNs and PDNs was expanded by PDF versions of 7,866 PNs/PDNs, including 4,030 in Polish (P), 3,800 in English (E), 33 in German (D), and 3 in French (F).

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, table of contents and standards referenced in the search engine for standards, terms and definitions in Polish in the DIN-TERM terminology base.

In 2019, the following were converted to the XML format:

- ▶ 266 newly published PNs/PDNs in the Polish language version;
- ▶ 1,545 valid PNs/PDNs in the English language version.

As of 31/12/2019, the PN and PDN collection in XML format included 47,221 deliverables and contained all the valid PNs and PDNs in the Polish and English language versions published until the end of 2019.

44 Finance



Execution of the financial plan

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

- 1 The Accounting Act of 29 September 1994 (Journal of Laws 2019, item 351, as amended);
- 2 The Act of 27 August 2009 on Public Finance (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 (Journal of Laws 2017, item 1911, as amended);

- 4 Regulation of the Minister of Finance of 2 March 2010 on the detailed classification of revenues, expenses, income, spending, and receipts from foreign sources (Journal of 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 2019, financial management was based on the Annual Plan approved by the President of PKN. This plan includes budget expenses and revenues.

Budget revenues

PKN revenues are non-taxable, and relate to section 75002 – Polish Committee for Standardization. PKN obtains revenues from the following sources:

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

No.	Description	Execution in 2018	Plan for 2019 according to the Act	Execution in 2019	Execution vs. plan for 2019 in %
1.	Proceeds from the sales of Polish Standards, PKN's own publications, information and certification activity	8,641.8	8,623	8,149.1	94.5
2	Proceeds from license fees for standardization services	1,199.7	1,500	1,357.5	90.5
3	Proceeds from training	148.8	195	144.0	73.8
4	Sales of assets	5.9	0	4.4	-
5	Standards on request	79.2	70	76.2	108.9
6	Proceeds from miscellaneous revenues (including proceeds from previous years)	559.7	330.0	637.5	193.2
7	Interest expense	0.2	0	6.3	-
8	Penalties in cash, and compensations	0.3	0	88.4	-
Total:		10,635.6	10,718	10,463.4	97.6

In 2019, PKN's revenues were PLN 10,463.4 thousand, i.e. 97.6% of the planned revenues.

The key item in the 2019 revenue structure, amounting to **PLN 8,149.1 thousand**, was revenues from the sales of Polish Standards, own publications, as well as information and certification activities. In this group of revenues, the actual result was 5.5% lower than the plan. In 2019, no standards were published that would belong to the group of popular standards, especially in the domains that are subject to certification. In previous years, the share of such standards in the total sales volume reached up to 20%, and in 2019 it was 4%.

Revenues from fees for licenses for standardization deliverables were PLN 1,357.5, i.e. 90.5% of the planned value. This item includes Standards online (Normy on-line) and e-Access (e-Dostęp) – products which have only recently been added to PKN's product offer. Revenues executed were lower than the revenues planned for 2019, because the sales volume in this segment is difficult to plan – it largely depends on the number of newly published standards and the number of standards withdrawn. These parameters have a significant impact on the size of individual sets of standards (created according to ICS), and the size of a set, i.e., the number of standards contained therein, determines the license fee for access. The plan had been prepared conservatively and with no excessive optimism as regards the development of these services.

In 2019, revenues from training for external customers were PLN 144 thousand, i.e. 73.8% of the planned value. Revenues obtained from the sales of training courses were lower than planned due to a total decrease in interest in trainings in the field of personal data protection, as well as difficulties in establishing cooperation with new lecturers in popular subjects. New training courses were added to the offer. The launch of a new training course entails higher expenses on PKN's side, and therefore the need to find more trainees to balance said expenses. It was not always possible to find the right number of participants.

Another reason is the lower number of closed training courses. RFQs concerning closed training courses (for employees of a specific company) are often submitted by companies from outside Warsaw. The cost of organizing such a training course is much higher for PKN (in addition to fixed costs, there are also the costs related to logistics). This is why PKN is not able to compete with local training companies when it comes to the price. There is intense competition on the market of training courses, and PKN does not have an established position in this area yet.

In 2019, used computer hardware and furniture were sold for PLN 4.4 thousand.

Revenues from the development of standards requested by customers was PLN 76.2 thousand, i.e. 8.9% higher than planned. In the economic environment, there is a need for the development of homegrown Polish Standards. This is possible on condition that their subject matter does not overlap with European standardization. This is verified by means of a notification, whereby stakeholders are advised that a standard is planned to be developed. Draft homegrown PNs are created by interested customers using their own funds. Moreover, they cover the costs incurred by PKN in relation to the notification and standard development process. PKN is unable to determine the precise demand of the community in this regard. When planning the related revenues on the basis of estimates and data for previous years, it is impossible to predict what and how many standardization initiatives will be in demand.

In 2019, proceeds on account of miscellaneous revenues were **PLN 637.5 thousand**, i.e. 93.2% higher than planned. The above figure included, inter alia, royalties paid by international standardization organizations for the sales of international standards to Polish clients; refunds of legal fees, refunds of the previous years' expenses.

In 2019, PKN received interest of PLN 6.3 thousand on account of late payments.

Also in 2019, PKN received **PLN 88.4 thousand** in revenue from cash penalties that were due for the improper fulfilment of agreements.

Budget Expenses

PKN's budget expenses are financed from:

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

The planned budget expenses according to the 2019 Budget Act amounted to PLN 34,723 thousand.

The plan after the changes in 2019 amounted to **PLN 34,276 thousand**.

Execution of the planned expenses in 2019

Description	2018	2019		
	Execution	Plan	Execution	Execution (in %)
1	2	3	4	5
Section 750 – Public administration	32,450	34,272	33,463	98
Section 75002	32,450	34,272	33,463	98
A – Personnel expenses	23	53	35	66
B – Total overheads	31,502	33,416	32,627	98
C – Capital expenses	925	803	801	100
Section 752 – National defence	4	4	4	100

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