

ANNUAL
REPORT
2016

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Ladies and Gentlemen,

The annual report usually presents an overview of the institution's measurable activities. However, there are many events which, due to their generality, will not find their way into the Report. Last year, I noticed that although 20 years have passed (i.e. one generation) since the existence of a standardizing social system, despite PKN's educational efforts, the public seems to be convinced that the former official system is still valid and longing for it (sic!) is still quite widespread. Last year, this sentiment was reflected in three aspects.

First, the conviction that the application of standards is mandatory. It is worth emphasizing that this belief was expressed by both state administration bodies and by businesses. Where one party ordered a service or delivery and was interested in Polish Standards being met, it often failed to include a relevant clause in the agreement, as it was convinced that the vendor was obligated to meet the requirements set out in the standards. For many years, we have been explaining to stakeholders that if they want to make sure that products are compliant with Polish Standards, they should simply include a relevant provision in the agreement, especially since the Public Procurement Act requires that standards be used when developing tender specifications.

Second, people tend to believe that PKN has the authority to react to "a general request made by an individual" by changing the provisions of any Polish Standard by means of an administrative decision of the President of PKN. Such demands are usually categorical and substantiated with declarations alleging the advancement of public interest. Refusal is perceived as the arrogance of power and a harmful attitude, and usually results in complaints being filed to supreme Polish authorities.

Third (which has recently become especially widespread), there is a belief that Polish Standards should be available free of charge. In fact, they were not available for free even at the time of the planned economy, although that is not the most relevant argument. The use of standards in the free market economy, especially by micro, small and medium-sized enterprises, brings measurable benefits which, in turn, translate into profit. Should software such as accounting and warehouse management applications, AutoCAD, or even MS Office, be available for free as well? Their role in the creation of profit for businesses is exactly the same as the role of standards. Maybe certain tools should be available for free? Maybe machines? Some school textbooks have recently been released free of charge, but what about specialist manuals? Or academic textbooks? One needs to pay for specialist knowledge because it will obviously pay off in future. Maybe certificates of conformity with the Polish Standard should be given out free of charge? After all, the cost of such certificate is also a burden on the business and, as far as I know, it greatly exceeds the cost of purchase of a single standard. Interestingly, certifying companies and experts are the ones who seem most interested in having Polish Standards available for free.

These are the "problems" that PKN employees face every day. As you will find out while reading the 2016 Report, they do not have a major impact on the measurable effects of our work or on the attainment of goals.

Tomasz Schweitzer, PhD Eng
President of the Polish Committee for Standardization



Ladies and Gentlemen,

2016 marks the beginning of the 4th term in office of the Standardization Council. I am pleased that its members will once again include both experienced experts familiar with the problems of Polish standardization, and newly elected delegates, with a fresh outlook on standardization and PKN's tasks.

The Board of the Council was selected at its first meeting. I had the honor of being elected a Chairman once again. I regard it as a sign of great trust and I will do my best to rise to the occasion.

The Standardization Council is made up of representatives of government administration bodies, economic organizations, employers' organizations, professional and science and technology organizations, as well as of research institutes and universities. Although the composition has slightly changed, the Council will continue its work, which consists in supporting PKN in the process of achieving its goals.

For several years, the areas of interest and engagement of SC members have included changing PKN's status and amending the Standardization Act, as well as raising awareness of standardization.

Efforts to transform PKN and thus to overcome the limitations which result from its legal status are taking on a more tangible dimension – initial meetings with representatives of competent ministries have been held and more are being planned.

Dissemination of knowledge about standardization is ensured by introducing education about standardization into school curricula and by the availability of the Standardizer qualification in the Integrated Qualifications System. The latter initiative is on the right track, as the requirements have already been prepared and we will now seek to implement them.

Another year of hard work is behind us, more are ahead. On behalf of the Standardization Council members and myself I would like to thank the Management and all PKN employees for their cooperation and involvement, looking forward to our continued fruitful work together.

Professor Stanisław Tkaczyk, PhD Eng
President of the PKN Standardization Council

PURPOSE

- The Purpose of the activities undertaken by PKN in the years 2014-2020 is to:
- 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.

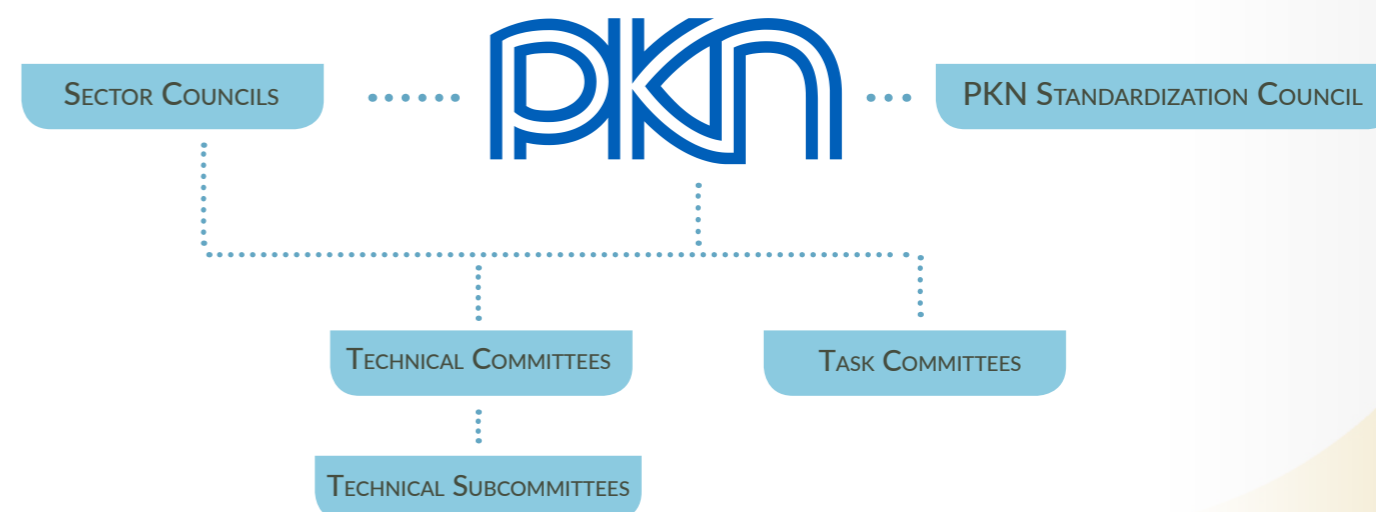
THE VISION

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.

THE 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



PKN ACTIVITIES

The management of PKN seeks to promote 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 broadly understood 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 characterised by a decentralised financing arrangement.

In 2016, PKN actively sought to improve standardization work and introduce applications to enable customers to obtain information and communicate with PKN. The most important activities concerned streamlining communication in the standardization process.

The functionality of the Public Enquiry app was enhanced. The app was extended to include the option to provide feedback online and to preview the content of draft standards. In December 2015, PKN and DIN signed an agreement to extend the DIN-TERM portal to include terms and definitions from valid Polish Standards. DIN-TERM is a free terminology base including data from more than 210 thousand DIN standards in English, German and French. In 2016, terms in Polish from the Polish Standards published between 2012 and 2016 were entered into the terminology base. Starting from 2017, there are plans to submit data from valid standards published before 2012. The terminology base is available on PKN's website.

Integrated Management System

In 2016, the decision was made to start work aimed to align the Integrated Management System with the requirements of the amended PN-EN ISO 9001:2015-10 standard.

The work, spanning almost six months, concluded with an external audit conducted by Polish Centre for Testing and Certification (PCBC). PKN, as one of the first institutions of the public finance sector, was re-certified, having proved the conformity of its management system with the



PN-EN ISO 9001:2015-10 standard, although the transition period for certified entities to adapt their systems ends only on 15 September 2018.

On 24-27 October 2016, the Polish Committee for Standardization (alongside its organizational units based in Łódź and Katowice) was subjected to an independent assessment by PCBC auditors. The auditors assessed the Integrated Management System implemented and maintained by PKN. The PCBC audit confirmed that the Quality Management System and

the Information Security Management System of the PKN Integrated Management System conformed with the requirements of PN-EN ISO 9001:2015-10 and PN-ISO/IEC 27001:2014-12, and was being continuously improved. The auditors requested PCBC S.A. to renew the IMS certificate without objections. On that basis, the Management Board of PCBC S.A. decided to renew the Integrated Management System certificate for PKN. The new certificate was issued for a period of 3 years, i.e. until 3 November 2019.

The auditors identified the following strong points in PKN's IMS:



- high awareness among PKN employees and familiarity with the IMS;
- involvement of PKN management in the maintenance and improvement of the IMS;



- a clearly and comprehensively described management system;
- integration of systems within the IMS (quality, information and management control quality);



- PKN's openness to change;
- PKN's commencement of new tasks (e.g. modification of the website, e-access in the reading room or the WIEDZA portal);



- use of IT tools at PKN;
- high qualifications and substantive competences of PKN's employees.

Standardization by Sectors

Introduction

In 2016, standardization activities were carried out in 17 Standardization Sectors making part of the Standardization Work Department (WPN). The division into Sectors is based on the overall working division used by the European standardization organizations.

In 2016, PKN actively sought to improve standardization work and introduce applications to enable customers to obtain information and communicate with PKN. The most important of them concerned communication in the standardization process:

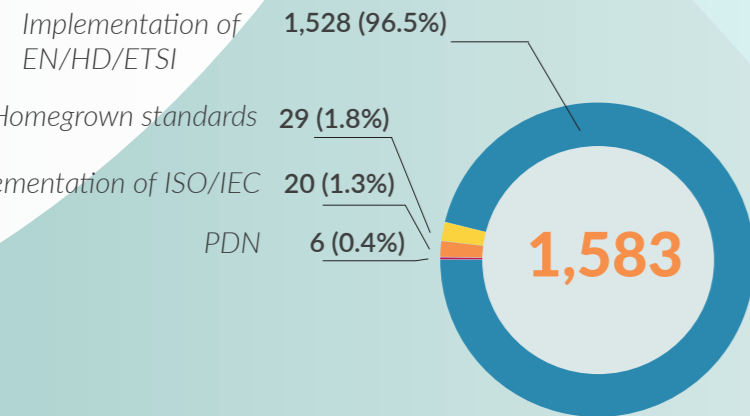
- enhancing the functionality of the *Public Enquiry* app to include the option to provide feedback online and to preview the content of the document;
- launch of the *Online announcement* module on PKN's website, including information about the latest list of Polish Standards which have been withdrawn but accepted for use in conformity assessment;
- launch of a new tab called *Interpretation of the provisions of Polish Standards* on www.pkn.pl;
- development of a new list of KT/KZ/PK members;
- organization of a meeting for Technical Body Chairpersons;
- extending the DIN-TERM terminology base to include terms and definitions in Polish.

Sectors

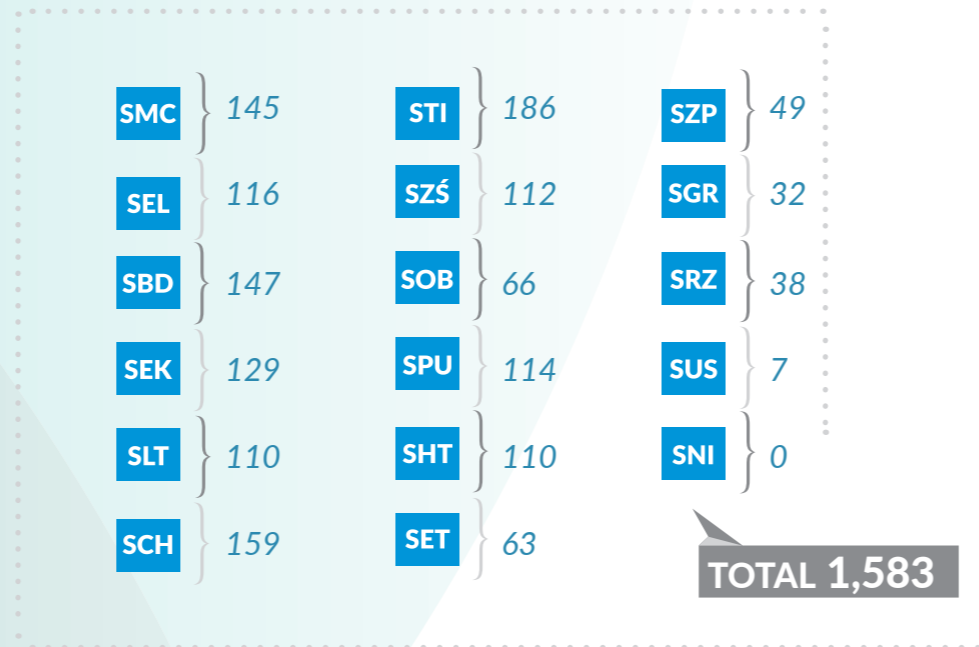


In 2016, THERE WERE **1,583** STANDARDIZATION DOCUMENTS

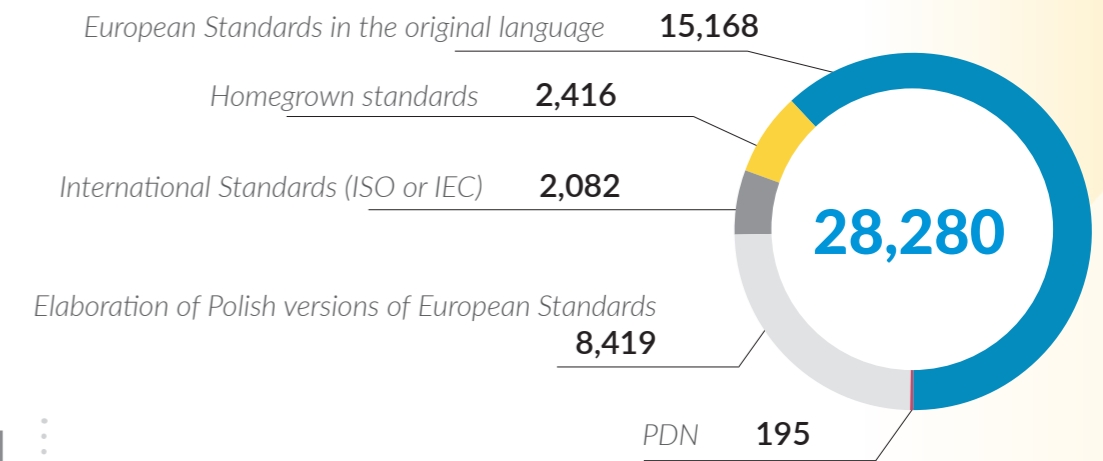
PUBLISHED



Number of PNs and PDNs published in 2016 by WPN Sectors



Altogether, the PN and PDN collection contains **28,280** documents.



PKN in numbers

In **KTs**, THERE WERE **3,090** PERSONS INVOLVED, REPRESENTING **1,143** ENTITIES PARTICIPATING IN STANDARDIZATION



In 2016, ONE **KT** WAS ESTABLISHED IN NEW FIELDS OF TECHNICAL ACTIVITY:
 ■ **KT 321** ELECTRONIC NICOTINE INHALERS AND THEIR REFILL SOLUTIONS



In **KZs**, THERE WERE **69** PERSONS INVOLVED, REPRESENTING **46** ENTITIES.

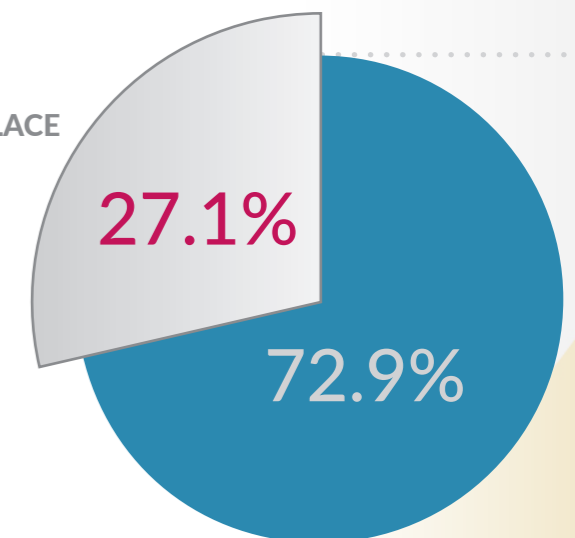
In 2016, EIGHT **PKs** WERE ESTABLISHED IN NEW FIELDS OF TECHNICAL ACTIVITY

17 PKN SECTORS

WORKED WITH **294** TBs

16 RSs **255** KTs **15** PKs **8** KZs

In 2016, THERE WERE **255** **KT** SECRETARIATS IN PLACE AND **186** WERE MANAGED BY PKN AND **69** WERE MANAGED BY THIRD PARTIES



Number of entities in KTs (2012-2016)

No.	Entity type	Number of entities					Number of applications to KTs					Number of representatives				
		2012	2013	2014	2015	2016	2012	2013	2014	2015	2016	2012	2013	2014	2015	2016
1	Government administration agencies	53	56	53	55	56	194	191	185	188	182	213	215	238	220	212
2	Organizations, business entities, commercial companies	727	743	760	790	803	1192	1218	1266	1330	1371	1214	1266	1308	1370	1416
3	Employer organizations	20	21	23	23	26	35	43	45	48	53	38	44	46	46	49
4	Consumer organizations	2	3	3	3	2	13	32	18	18	13	10	10	10	10	9
5	Professional organizations	30	30	31	35	41	41	41	44	50	57	51	49	50	56	63
6	Technical and research organizations	105	107	100	102	101	467	503	461	461	462	534	581	626	518	524
7	Universities and science	108	108	108	109	109	657	643	675	681	691	798	782	817	824	829
8	Other	4	4	4	5	5	4	4	4	5	5	6	6	6	7	7
Total		1,049	1,072	1,082	1,122	1,143	2,603	2,675	2,698	2,781	2,834	2,864	2,953	3,101	3,051	3,109*

*The higher number of representatives is due to the fact that different organizations were represented by the same persons.

In 2016, the existing positive trend was maintained, with the number of TB members appointed being higher than the number of TB members recalled. The appointment-to-recall ratio in 2016 stood at 52.9%.

In 2016, just as in previous years, most applications were filed for the Construction and Building Structures Sector.

A total of 54 new entities (76 KT applications) that had not participated in KTs as at the end of 2015 came forward to participate in the work of KTs in 2016.

KT was established in 2016:

- KT 321 for Electronic Nicotine Inhalers and their Refill Solutions.
Eight new PKs were formed:
- KT 176/PK 1 Missile & Artillery Armament, Close Range Weapons & Ammo, and Metrological Protection of Armament and Military Equipment;
- KT 176/PK 2 Tank Equipment and Military Automotive Equipment and for the Protection of Technical Equipment from Rust and Aging;
- KT 176/PK 3 Engineering Armament and Equipment;

- KT 176/PK 4 Chemical Protection Equipment and Means;
- KT 176/PK 5 Radio Equipment, Means of Communication, Special Electro-technical Devices, Optical Technology and IT Systems and Means;
- KT 176/PK 6 Armament and Equipment of Military Aviation;
- KT 176/PK 7 Procurement of Uniforms, Food and Oils and Lubricants;
- KT 176/PK 8 Exploitation of Naval Armament and Equipment.

The data for the last five years point to a steady growth in interest in the standardization activity in the organizations, business entities and commercial

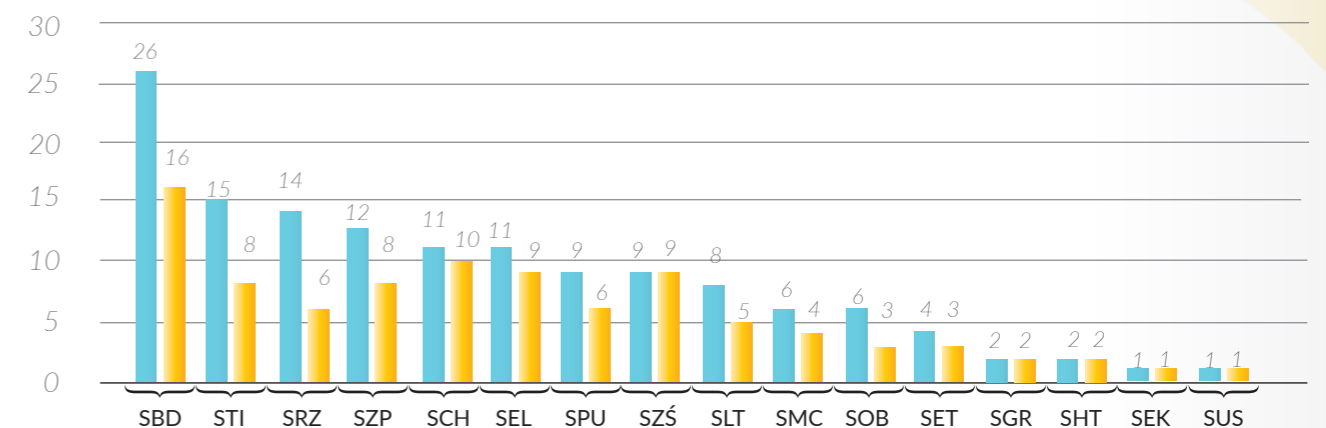
At the end of 2016, **3,090** people representing **1,143** entities participated in the work of **255 Technical Committees (2,834 KT applications)**.

companies segment. In other segments, the demand is rather stable.

The largest group of KT members are organizations, business entities and commercial companies (70.3% of all members), which accounts for 48.4% of applications to KT. Nearly 70% of them are small and medium-sized enterprises (SMEs), which are interested in working on one or two KTs.

Appointments to KTs in 2016 by sector

● Number of applications to KTs
● Number of KTs with new members appointed



Number of entities in KZ by entity type in 2012-2016

No.	Entity type	Number of entities					Number of KZ applications					Number of representatives				
		2012	2013	2014	2015	2016	2012	2013	2014	2015	2016	2012	2013	2014	2015	2016
1	Government administration agencies	1	1	3	4	4	1	1	3	4	4	2	2	6	8	8
2	Organizations, business entities, commercial companies	24	16	17	21	21	25	16	17	21	21	30	22	25	29	30
3	Employer organizations	-	-	-	1	1	-	-	-	1	1	-	-	-	1	1
4	Consumer organizations	-	1	1	1	1	-	1	1	1	1	-	1	3	3	3
5	Professional organizations	5	5	7	8	9	6	6	7	8	9	7	7	9	10	13
6	Technical and research organizations	3	3	5	6	6	3	3	5	6	6	5	5	9	10	10
7	Universities and science	4	2	2	4	4	5	2	2	4	4	5	2	2	4	4
8	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		37	28	35	45	46	40	28	35	45	46	21	39	54	65	69

The largest group of KZ members are organizations, business entities and commercial companies. They account for 45.7% of all members. Professional organizations are another major segment with 19.6% of all members. Since 2014, there has been growing interest in the standardization work under KZs.

All the KZ secretariats are managed by PKN.

As of the end of 2016, **46** entities participated in the work of **8** Task Committees (KZs) through **69** representatives.

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

Small and medium-sized enterprises

Small and medium-sized enterprises (entities with a maximum of 250 employees) as at the end of 2016:

- on Technical Committees (KTs) – 48.6%
- on Task Committees (KZs) – 45.7%;
- on Technical Subcommittees (PTs) – 24.2%.

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

- microenterprises - 182 entities (304 TB applications);
- small enterprises - 163 entities (228 TB applications);
- medium-sized enterprises - 228 entities (402 TB applications).

In total, in 2016, SMEs were members of 233 Technical Bodies, including 218 KT, 7 KZ and 8 PK.

Most SMEs were interested in participation in the standardization work in the area of construction.

In line with a general European trend, PKN is working to provide SMEs with easier access to information about standards, the benefits of their use and the advantages of the standardization process. The main sources of such information include:

- PKN's website (www.pkn.pl) with a dedicated SME Zone, including information about access to the content of standards and opportunities to participate in standardization work. The Zone makes it easier to use PKN's and CEN-CENELEC's website and it also features a contact form intended uniquely for SMEs;
- the WIEDZA platform (wiedza.pkn.pl), which offers useful information about standardization, free e-learning courses and a Standards Newsletter, which

provides customers with access to information about newly published standards in their area of activity;

- the Wiadomości PKN. Normalizacja monthly, published in an electronic format; each issue contains articles concerning standardization and important themes in various economy sectors;
- the "Polska Normalizacja - mój biznes?" ("Polish Standardization - My Business?") information brochure, which includes information about the main features of the standardization system in Poland and explains the nature of the Polish Standard as a document and the relationship between standards and European law.

In order to enable an exchange of experience in terms of supporting SMEs among CEN and CENELEC members, PKN participates in numerous international meetings and webinars. One of the key activities in this area is PKN's participation in the work of CCMC's "SME Working Group".

Work programme and development of standards

The PKN's Work Programme has been published on PKN's website on an ongoing basis since 2015. The Programme is based on TB work programmes in PKN, in accordance with the priorities set by the Standardization Council (RN). The work is financed from the budget and from the pool of funds for contracted services. The PKN work schedule includes items that concern the implementation of the following standards and documents to the collection of Polish Standards:

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

PKN takes part in EN development in accordance with the work schedule of CEN and CENELEC. European Standards are added to the collection of Polish Standards through endorsement in English, without translation. 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 is required to participate in the notification process conducted by the European Standardization Organizations: CEN, CENELEC and ETSI. The notification takes place on three levels:

- notification of proposed Polish homegrown standards (at the stage of notifying a New Work Item and its introduction to the PKN work programme) – 31 items;

- notification of PN-EN standards adopted by endorsement (in the original language) at the stage of PN-EN publication – 1,586 items;
- notification of the Polish language versions of PN-EN standards at the stage of publication of the Polish version – 209 items.

In 2016, a total of 1,827 items were notified: 1255 to CEN, 448 to CENELEC and 124 to ETSI.

253 Polish language versions of standardization deliverables were developed in 2016, including 202 Polish PN-EN standard versions.

Review of PNs and withdrawals of standards

A periodic review of 608 standardization items with reference to PNs was conducted in 2016. Since 2014, the PN review has been conducted using the PZN (Polish Standardization Resource) tool.

Results of the review conducted in 2016:

- 508 PNs remained valid;
- 25 PNs need to be updated or amended;
- 75 PNs were withdrawn and not replaced.

Overall, as a result of the 2016 review and completion of the post-review actions agreed in 2015, 1,086 PNs were withdrawn from the collection of Polish Standards and replaced with new ones, and 634 outdated PNs were withdrawn without replacement.

Cooperation with European and international standardization organizations

IEC PKN COOPERATES WITH 174 TECHNICAL COMMITTEES (TC) AND SUBCOMMITTEES (SC)

IN THE WORK OF 105 WORKING GROUPS THERE WERE **68** EXPERTS FROM POLAND INVOLVED

Membership in IEC in 2016

Membership	Committees (TCs)	Subcommittees (SC)	Total (TCs and SC)
Participant ("P")	31	16	47
Observer ("O")	68	59	127

In 2016, PKN issued opinions on a total of 1,057 IEC working documents, including 528 relating to TC/SC, of which PKN is a "P" member. PKN issued opinions on 685 draft standards at final development stages (FDIS and CDV) and submitted comments to 26 of them.

ISO PKN COOPERATES WITH 650 TECHNICAL COMMITTEES (TC) AND SUBCOMMITTEES (SC)

IN THE WORK OF 118 WORKING GROUPS THERE WERE **95** EXPERTS FROM POLAND INVOLVED

Membership in ISO in 2016

Membership	Committees (TCs)	Subcommittees (SC)	Total (TCs and SC)
Participant ("P")	60	157	217
Observer ("O")	149	284	433

In 2016, PKN issued opinions on 2,732 ISO working documents, including 2,221 concerning TCs/SCs of which PKN is a "P" member. Last year, a total of 896 positions for voting on draft standards at the DIS, FDIS, DAM, or FDAM stage were submitted to ISO. Comments were submitted with respect to 129 documents.

CEN IN THE WORK OF 304 WORKING GROUPS THERE WERE **279** EXPERTS FROM POLAND INVOLVED

Opinions were issued on a total of 2,414 CEN working documents, including 1,612 draft European Standards – at the prEN and FprEN stage. Content-related or editorial remarks were submitted with respect to 129 documents, including 100 drafts at the Enquiry and Formal Vote stage.

CENELEC IN THE WORK OF 23 WORKING GROUPS THERE WERE **25** EXPERTS FROM POLAND INVOLVED

Opinions were issued on 855 CENELEC working documents, including 841 draft European Standards at the survey and voting stage. Content-related or editorial remarks were submitted with respect to 36 drafts, including 31 drafts at the Enquiry and Formal Vote stage.

ETSI PKN SUBMITTED ITS POSITIONS ON 196 DRAFT ETSI (prETSI EN) STANDARDS

Popular standards

2016 saw the publication of Polish language versions of the latest editions of the two most important and most frequently used standard concerning quality management systems – ISO 9001 and environmental management systems – ISO 14001.

As at the end of 2015, 1,033,936 organizations in the world had in place certified management systems conforming with ISO 9001 and 319,324 had certified management systems conforming with ISO 14001, in Poland there were 10,681 and 2,798, respectively, such organizations.

The Polish language version of **PN-EN ISO 9001:2015-10 Quality Management Systems – Requirements** was published on 6 July.

The Polish language version of **PN-EN ISO 14001:2015-09 Environmental Management Systems – Requirements with Guidance for Use** was published on 18 July.

July 2016 also saw the publication of the Polish language version of **PN-EN ISO 9000:2015-10 Quality Management System – Fundamentals and Vocabulary**, including the fundamentals necessary to correctly understand and implement ISO 9001:2015 and the vocabulary used in the ISO 9000 family of standards.

PN-EN ISO 9001:2015-10

PN-EN ISO 9001:2015-10 is even more closely connected with the company's activities and is less prescriptive than the previous versions. The quality management system is to a greater extent based on results and it focuses on what should be achieved, rather than how. This has been possible thanks to the combination of process management with a risk-based approach and the use of the PDCA cycle at all levels of the organization, taking into account the context the organization works in.

The new PN-EN ISO 14001:2015-09 emphasizes the improvement of the environmental effects of business activities, the achievement of environmental goals and fulfilment of compliance obligations. It is intended to be used by organizations which want to manage their environmental obligations in a systemic way, supporting the environmental pillar of sustainable development.

PN-EN ISO 14001:2015-09

Education about Standardization

The objective of education about standardization is to promote standardization in schools – mainly including secondary and higher education facilities.

In 2016, the strategy for education about normalization in the area of general and university education was delivered through:

1. The 4th “Standardization and Me” National Competition addressed to students and teachers from high schools. The main theme of the competition was: “The use of standards as a guarantee of product and service quality”. About 210 people responded to the announcement of the competition. About 170 entries were submitted. Students competed in three categories, including an essay, graphic art and (for the first time) film. Teachers developed 15 lesson plans.

2. Organization of the 5th National “Standardization at School” Conference at the Centre for Education Development in Warsaw, with the main theme: “The use of standards as a guarantee of quality”. The conference was intended for headmasters, teachers and representatives of regional education authorities and managing bodies. At the Conference, awards were handed over to winners of the 4th “Standardization and Me” National Competition (with the main theme: “The use of standards as a guarantee of product and service quality”). Furthermore, the event provided an opportunity to award, for the second time, the honorary titles of: “Promoter of Standardization Education”.

3. Organization of the “Business in the Cloud” Conference in cooperation with the Centre for IT Education and Computer Applications and Sharpeo. The rationale behind the conference was to highlight the immense benefits of cloud-based technology. Participants heard



from experts in various fields, such as the law, IT, administration and standardization.

4. Announcement of the 5th “Standardization and Me” National Competition with the overarching theme of “Standards as a Guarantee of Product Safety”. The competition is aimed to make the younger generations aware of the role of technical standards and standardization in their everyday lives, draw their attention to differences in how the use of standards is approached by various entities – e.g. the manufacturer wants to achieve the desired product safety level, while

the consumer wants to make sure that the product meets their expectations about safety. A new category – a comic strip – was proposed (instead of graphic art).

5. Organization of the 3rd Nationwide “IT Security at School” Conference in cooperation with the Centre for IT Education and Computer Applications.

6. Participation in competitions and substantive assistance concerning standardization education in high schools.

- A standardization seminar with the participation of students from technical schools in Krotoszyn (as part of a series of seminars initiated by the Polish Committee for Standardization).
- A meeting with technical school students at the Secondary School Complex No. 1 in Garwolin.
- The Final Stage of the Provincial Competition about Standardization Knowledge at the School Complex in Sokołów Małopolski.

- A meeting with technical school students at the Janusz Groszkowski Electrical School Complex in Białystok.
- A meeting with technical school students at the Wielkopolska Insurgents School Complex No. 1 in Ostrzeszów.
- A meeting with students at the Technical School Complex in Ostrów Wielkopolski.
- A visit to the Vocational School Complex No. 2 in Starachowice.
- A meeting with technical school students and teachers at the Secondary School Complex No. 3 in Bełchatów.
- A visit to the General Władysław Sikorski Mechanical School Complex in Kielce.
- An inter-school Competition about Standardization Knowledge at the Electrical School Complex in Białystok. Summary of the competition.
- The Final Stage of the 2nd Provincial Competition about Standardization Knowledge in Lublin.
- A meeting with students and teachers at the Secondary School Complex in Świecie.

WORKS AWARDED IN THE
“STANDARDIZATION AND ME”
COMPETITION



7. Participation in the 18th Problem Seminar on the Virtual Activity Organization (VAO) at the Cardinal Stefan Wyszyński University. Main theme: “Data accuracy and information culture in the digital world”. During the seminar, the Representative of the President of PKN for Education about Standardization delivered a speech about data accuracy and information security.

Participation in many education-related projects, such as:

- Podkarpacie Education Debate entitled: “Vocational Training in the Labour Market in Rzeszów”;
- (OEliZK) workshops on the use of ICT to create films and comic books;
- development of a Polish version of the e-textbook entitled “A world built on standards” for university students.



External Relations

International relations

The activities of the Polish Committee for Standardization on the international front include cooperation with international and European Standardization Organizations and coordination of tasks connected with negotiating, signing and performing contracts and bilateral agreements with standardization bodies from other countries.

In 2016, PKN's delegates took part in the following meetings: 80th IEC General Meeting, 39th ISO General Assembly, 44th and 45th ETSI/NSO meetings, Annual CEN-CENELEC Meeting, CENELEC Administrative Board meetings (CLC/CA) and CEN and CENELEC General Assemblies (CEN/AG and CENELEC/AG), meetings of CEN and CENELEC Technical Boards (BT), CENELEC Administration Board Policy Working Group, European Forum of Standard Distributors (EFSD), as well as the meetings of CENELEC Technical Board working group "BT Efficiency" (CLC/BT Efficiency).

Representatives of PKN also actively participated in the work of the joint group established by the European Standardization Organizations - CEN-CLC-ETSI/JWG EaS "Education about Standardization".

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).

Participation of PKN management in the 49th EASC Session

On 26-29 June 2016, invited by the Azerbaijani standardization body (National Committee for Standardization, Metrology and Patents of the Republic of Azerbaijan - AZSTAND), PKN's representatives took part in the 49th Session of the Interstate Council for

Standardization, Metrology and Certification (EASC) held in Baku, Azerbaijan. During the plenary session, the participants addressed issues concerning the development of standards and technical regulations in EASC countries, taking into account international and European solutions. Other discussions concerned the cooperation between EASC and international and regional standardization organizations, including, first and foremost, European Standardization Organizations.

The Baltic Standards Forum

The 2016 Baltic Standards Forum was hosted by the Estonian standardization body EVS. The event was held on 25 August in Tallinn. It was attended by the national standardization bodies from Lithuania, Latvia, Estonia and Poland. During the plenary session, heads of delegations presented to the audience the accomplishments and activities taken up by the standardization bodies since the previous Forum. Working group meetings focused on problems shared by all the participating parties. The debates revolved around topics such as the fulfilment of CEN and CENELEC membership criteria, the development of European Standards and their incorporation into the collection of national standards, as well as the creation and promotion of Technical Bodies among stakeholders. The participants also exchanged experience concerning IT solutions, systemic processes facilitating standardization work and the ways of acquiring new customers.

Bilateral cooperation

Cooperation with AENOR

Bilateral cooperation opportunities and an exchange of opinions about European and international standardization policy were the main topics of consultations which PKN management

held with the representatives of the Spanish standardization body (La Asociación Española de Normalización y Certificación – AENOR – from January 2017 UNE). The Spanish standardization body was represented by: Avelino Brito, Director General of AENOR and Javier Garcia Diaz, AENOR Standardization Director, and their visit to the Warsaw seat of PKN took place on 1-2 February 2016. During the meetings, the managers of both standardization bodies discussed the efficiency and effectiveness of the European Standardization System and the functioning of the “Joint Initiative for Standardization”, prepared as part of the Strategy for the Common Market. Other questions addressed included the criteria to be met by CEN and CENELEC members and the differences in the operations of PKN and AENOR, including those concerning experience related to introducing changes to the standardization systems of both countries.

Cooperation with the Polish-Belarusian Chamber of Commerce and Industry Participation in the “Domeyko” program

As part of cooperation with the Polish-Belarusian Chamber of Commerce and Industry and the Senate of the Republic of Poland, the Polish Committee for Standardization, for the third time, took part in a training program intended for people of Polish descent in Belarussian business and local governments. Business-people and activists of Polish origin benefitted from the program by taking part in a series of meetings in Polish business support institutions. At PKN, the guests learned about the principles of the Polish and European standardization system, as well as about the principles and requirements of participating in standardization. They learned how to take part in the standardization process and how standards are developed at Polish Technical Bodies.

Cooperation with the Ukrainian standardization body

Last year, following the coordination with the Department for Technical Regulation of the Ministry for Economic Development and Commerce of Ukraine and the new Ukrainian standardization body State En-



terprise “Ukrainian Scientific Centre for Research and Training in Standardization, Certification and Quality Problems” (SE “UkrNDNC”), PKN experts delivered training sessions for SE “UkrNDNC” employees. They covered a vast range of themes, including the organization of national standardization work, the principles of participation of Polish technical committees in international and European standardization work, as well as the IT solutions used by PKN.

In late February and early March, Polish Committee for Standardization signed a Standardization Cooperation Agreement with SE “UkrNDNC”. The parties decided to start working on the harmonization of national standards with International Standards, in order to overcome technical barriers in commerce. The agreement envisages, among other things, an exchange of information about standardization work projects and programs, and exchange of experience concerning the work of national technical committees and standardization consultations.

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

In 2016, a total of three meetings of the European Commission Standards Committee were held. A representative of PKN attended them as the deputy of a national member, i.e. the Ministry of Development. This form of participation in the meetings of the Committee makes it possible to present the national position, reflecting the needs of national standardization, and to monitor the operation of the EU standardization policy by the European Commission.

Correspondence with Polish authorities

PKN’s External Relations Department was engaged in an intensive exchange of correspondence with Polish central authorities, especially with the Ministry of Development and the Ministry of Foreign Affairs. The correspondence and exchange of information between PKN and public administration bodies concerned the activities undertaken by the Committee in the international arena in the field of technical policy and standardization, including bilateral cooperation with national standardization bodies which are not members of European Standardization Organizations. Correspondence with the Ministry of Development mainly concerned PKN’s activity in the east and focused principally on the regular meetings of bilateral economic cooperation committees aimed to facilitate commercial exchange between Poland and Central and Eastern European countries.

Activities in Poland

The tasks undertaken as part of activities in Poland included those aimed to promote the voluntary standardization system, e.g. by preparing and coordinating the participation of PKN representatives in conferences, seminars, etc., issuing opinions on requests for PKN patronage, updating the content of PKN’s website and publication of the Wiadomości PKN. Normalizacja monthly.

Polish Standardization Day

The overarching theme of the conference in 2016 was “Safety at Work. OSH and Standards”. The debates revolved around such topics as:

- Occupational Safety and Health management systems;
- personal protective equipment in International Standards;
- market supervision in the context of personal protective equipment.



Talks were delivered by representatives of the Central Labour Protection Institute and the State Labour Inspectorate. Standardization-related OSH themes were presented historically, the current status was discussed and standardization challenges were addressed, e.g. in the context of research and evaluation of smart personal protective equipment. At the closing of the conference, PKN awarded the STANDARDIZATION COMPASS prize to Professor Sławomir Białas.

The meeting was attended by representatives of state administration bodies and small and medium-sized enterprises.

The following partners assumed honorary patronage over the event: Ministry of the Family, Labor and Social

Policy, State Labor Inspectorate and the Polish Agency for Enterprise Development.

Anti-Corruption Conference

A conference on the management of anti-corruption activities in organizations, entitled "A systemic approach to fighting corruption. ISO 37001", was held on 1 December 2016. The event was held in relation to the publication of the *ISO 37001 Anti-bribery management systems* standard. The standard contains the requirements and guidelines concerning the creation, implementation, maintenance and improvement of anti-corruption management systems. The topics discussed at the meeting included:

- anti-corruption management systems;
- a systemic approach to fighting corruption;
- valid compliance systems – a comparison with the requirements of ISO 37001;
- an effective system for managing corruption risk;
- the potential to influence international standardization.

The conference was attended by representatives of state-owned companies and the private sector, as well as representatives of small and medium-sized enterprises from various sectors.



The following partners assumed honorary patronage over the event: Central Anti-Corruption Bureau, the Polish Centre for Research and Certification and the National Chamber of Commerce.

Amendment of the "Standardization – My Business?" SME brochure

An updated version of the brochure was developed. It includes information about the main features of the standardization system in Poland and explains the nature of the Polish Standard as a document and the relationship between standards and European law. Small and medium-sized enterprises are the main target group of the publication. It is available in a paper and electronic version.

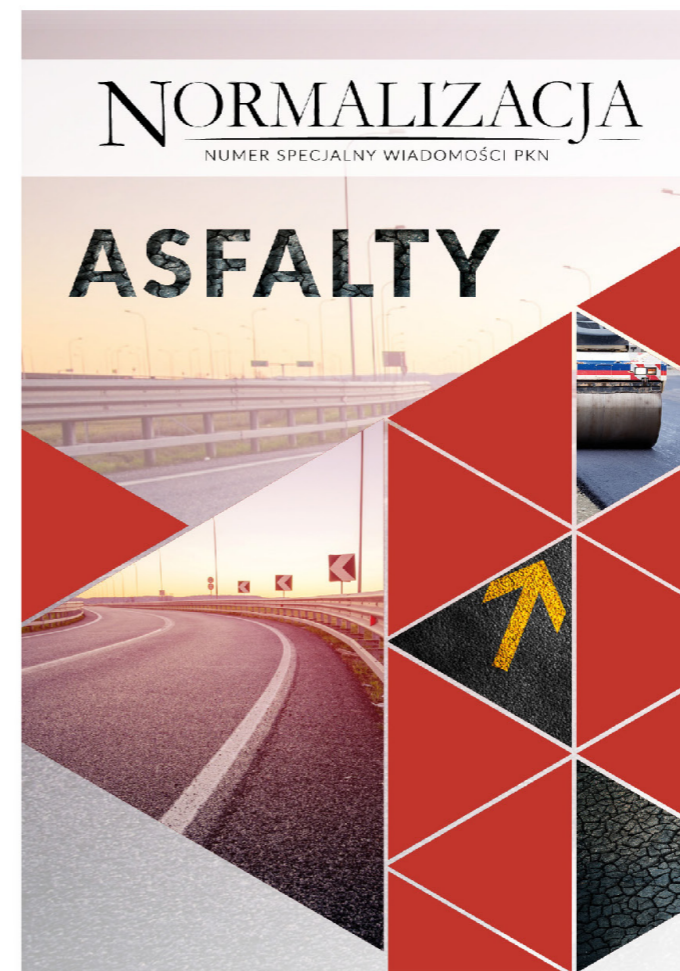


"Wiadomości PKN" monthly

The "Wiadomości PKN" monthly of the Polish Committee for Standardization is issued in electronic format 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. Each issue contains articles concerning the standardization of important areas of various economy sectors.

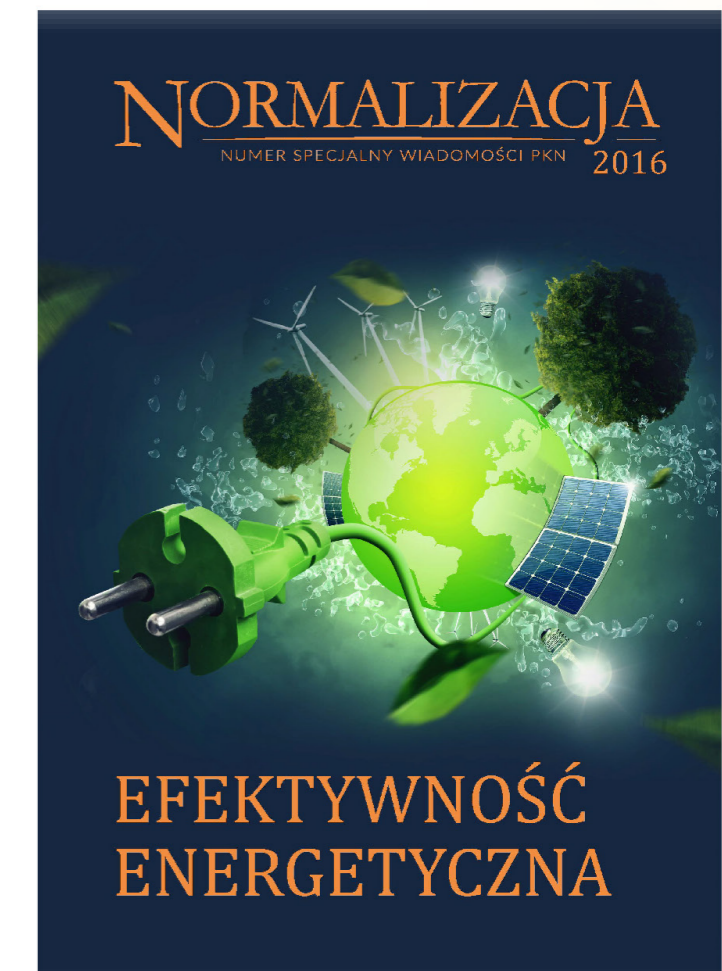
In 2016, besides the 12 monthly issues of "Wiadomości PKN", two special themed issues were published, focusing on asphalts and energy efficiency.

Asphalt is an important theme for the national economy. Relevant standards focus on various types of asphalt and identify various production stages,

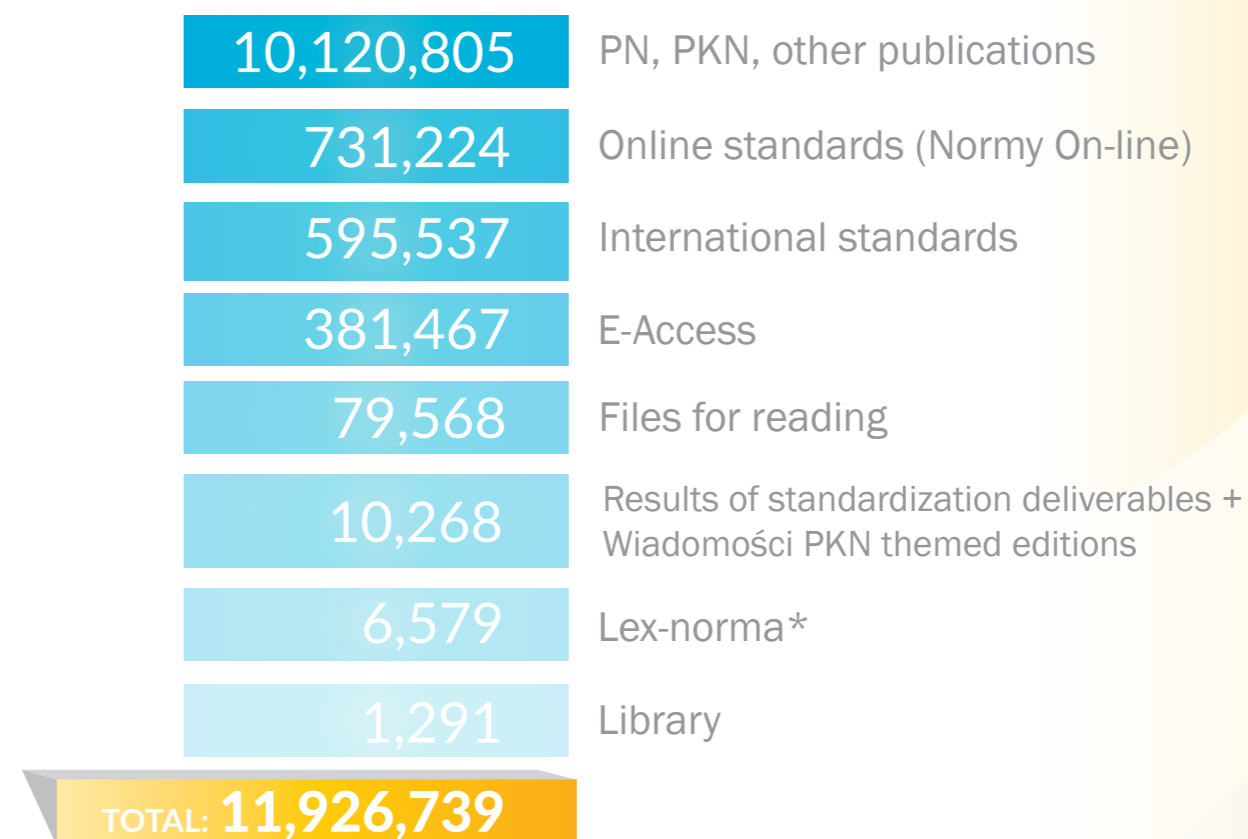


testing methods, storage techniques, transport, etc. They are updated and translated as needed for the Polish industry. Companies such as Lotos, Orlen and Total are members of PK 2 Asphalts, which develops standards in this area.

The other special issue dedicated to energy efficiency contained articles about e.g. energy management systems, energy audits from a legal and standardization perspective and requirements for entities which certify and audit Energy Management Systems. The issue was put together with the support of active members of KT 304 System aspects of electrical energy supply.

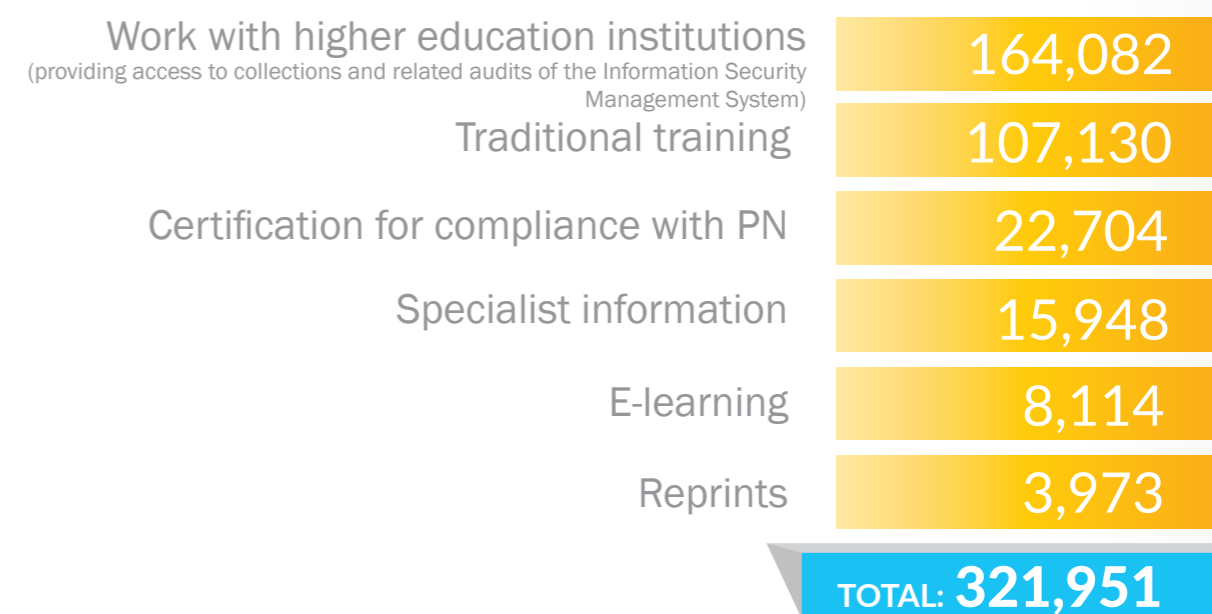


Product sales in 2016 (gross values in PLN)



*due to lack of protection of the standards contained in the product, it was discontinued in 2016.

Service sales in 2016 (gross values in PLN)



Products and services

Description of products sold, other than standards

Reading Room (Czytelnia)

Application that allows one to read a selected standard for 30 minutes. Intended for the clients who have an account at the online store.

Library

Application that allows the client to read selected standards available in the Library catalogue. Intended for the clients who have an account at the online store.

e-Access

Service whereby on-line access is granted to an up-to-date collection of standards defined by the client. This can be any collection or a collection from one or more ICSs (International Classification for Standards). The text of the selected standards is located on a PKN server.

Lex-norma

Service whereby on-line access is granted to an up-to-date collection of legal acts and standards referred to in such acts. Discontinued in 2016 due to the very poor protection of the documents included in the application.

Online standards (Normy On-line)

The service offers paid access to Polish Standards available on a PKN's server in the WIEDZA portal, from any computer or a mobile device with an internet browser. One may choose to access the entire PN collection or individual collections relating to selected ICS areas.

Other services

External training courses in 2016

Training type	Number of training courses completed	Number of training participants/buyers
Traditional open training	9	144
Traditional closed training	2	35
E-learning	3	48
Total	14	227



Training topics:

Traditional open training

- ISMS internal auditor in accordance with PN-ISO/IEC 27001:2014-12
- Changes to ISO 9001:2015 and an interpretation of its most significant requirements

Closed training

- ISMS internal auditor in accordance with PN-ISO/IEC 27001:2014-12

E-learning

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

PN and Keymark Certification

In accordance with Article 7 of the Standardization Act, the Polish Committee for Standardization is the only organization in Poland authorized to certify and award rights to the PN Conformity Mark. This right covers all the valid and applicable standards included in the Polish Standards collection. Those rights may be assigned to other certification bodies (JCWs) through an authorization issued by the President of PKN to conduct the PN Mark certification with respect to the standards for which JCWs were accredited or the standards to which PKN acknowledges their competences.

- The figures as at 31 December 2016 are as follows:
- product certification bodies (JCWs) – bodies authorized by the President of PKN to certify PN conformity and award PN Mark rights: 6 (no change with respect to 2015);
 - valid PN certificates: 11 (including: 6 certificates issued by authorized JCWs and 5 certificates issued by PKN).

PKN continued its long-term activities commenced in prior years to increase the profile of the PN Mark as a consumer mark. Due to financial constraints, the scale of the activities was smaller than in previous years.

PN Mark promotional activities:

- participation of the Sales and Marketing Department employees in meetings with parties potentially interested in the PN Mark, organized by PKN;
- continued implementation of a discount policy for holders of PN and JCW certificates.

PKN still aims to further enhance the position of the PN Mark and to convince stakeholders that the PN Mark is of vital importance in the voluntary system of product conformity assessment.



This is because the PN Mark affords a greater assurance as to the quality of the product that bears it, indicating that both the product and its manufacturing process are regularly examined and monitored by an independent third party.

In subsequent years, PKN is planning to develop voluntary certification in three selected areas:

- the services sector;
- the area of city services and quality of life in accordance with the requirements of [PN-ISO 37120 Sustainable development of communities – Indicators for city services and quality of life](#);
- anti-corruption systems in terms of their conformity with [PN-ISO 37001 Anti-bribery management systems – Requirements with guidance for use](#), planned to be introduced in 2017.

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 an electronic version.

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-norma service or via the Standards Library 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.

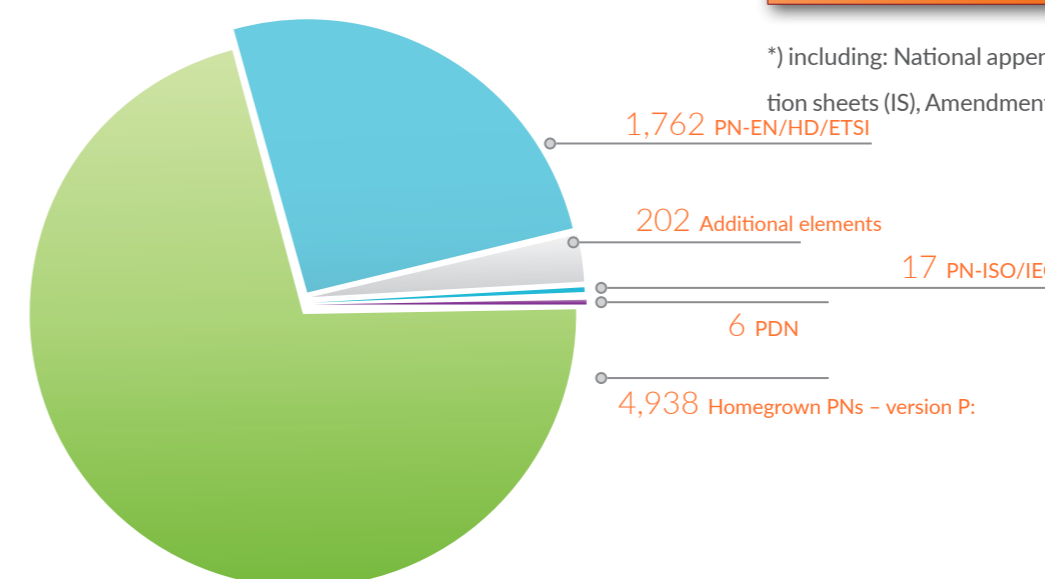
Historical standards are converted to the PDF format at the client's request or to supplement the collection.

In 2016, the electronic collection of PNs and PDNs was expanded to include PDF versions of 6,925 PNs/PDNs, including 5,199 in Polish (P), 1711 in English (E), 14 in German (D) and 1 in French (F).

Collection growth in 2016:

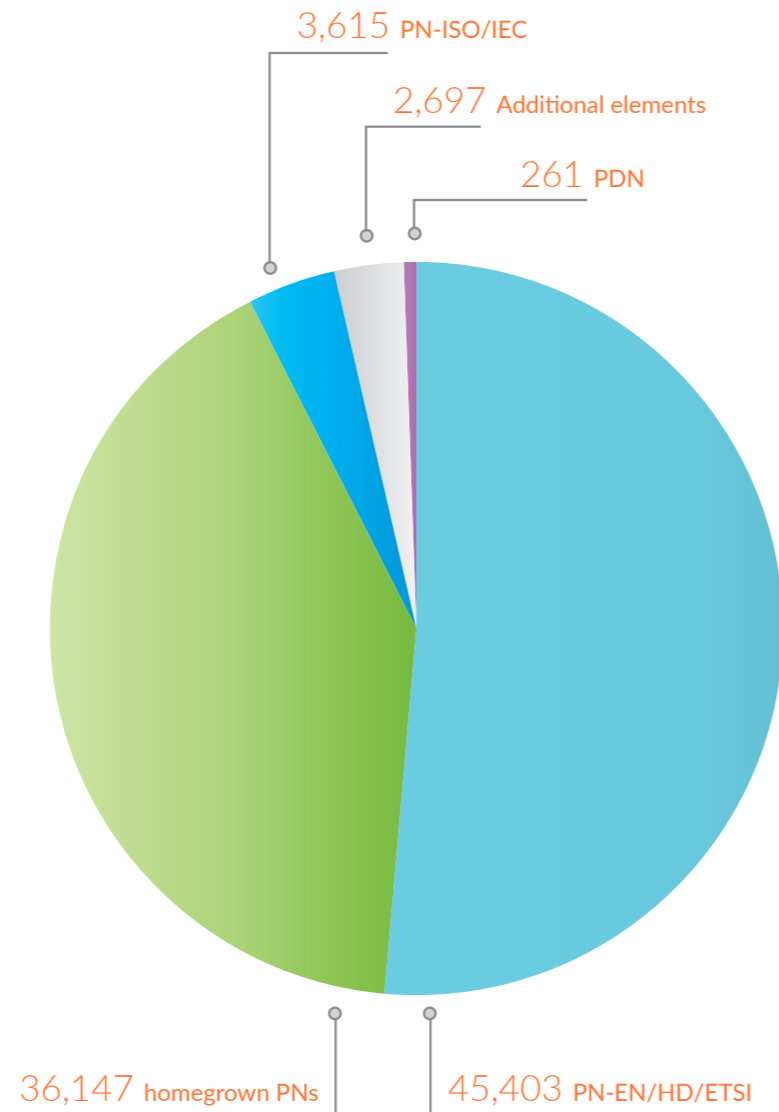
Document type	Number of PDF files
Homegrown PNs – version P:	4,938
newly approved PNs	26
archive PNs	4,912
PN-EN/HD/ETSI:	1,762
version E	1,545
version P	202
version D	14
version F	1
PN-ISO/IEC:	17
version E	4
version P	13
PDN:	6
version E	2
version P	4
version D	0
Additional elements *):	202
version P	42
version E	160
Total:	6,925

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



Collection status *

Document type	Number of PDF files
Homegrown PNs	36,147
PN-EN/HD/ETSI:	45,403
version E	27,008
version P	16,720
version D	1,576
version F	99
PN-ISO/IEC:	3,615
version E	18
version P	3,597
PDN:	261
version E	127
version P	133
version D	1
Additional elements:	2,697
NA/IS	92
Ap/AC/ERRATA	2,605
Total:	88,123



* as at 31 December 2016

All the valid documents (more than 31,000) are included in the collection.

Virtualization of the PN/PDN collection

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

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

In 2016, 292 newly published PNs/PDNs were converted to the xml format and terms and definitions were marked in PNs/PDNs in the Polish language version published between 2013 and 2015.

As at 31 December 2016, the PN and PDN collection in xml included 37,892 documents and contained all valid PNs and PDNs in the Polish language version published until the end of 2016, as well as valid PNs and PDNs in the English language version published between 2002 and 2014.

Other documents in English will be virtualized gradually in 2017, after a new tool is put in place.



Finance

Execution of the financial plan

The legal basis for the financial management at PKN includes:

1. The Accounting Act of 29 September 1994 (Journal of Laws of 2009, no. 152, item 1223, as amended);
2. The Act of 27 August 2009 on Public Finance (Journal of Laws No. 157, item 1240, as amended) and its secondary legislation;
3. Regulation of the Minister of Finance of 5 July 2010 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 No. 128, item 861, 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 No. 38, item 207, as amended);
5. Financial instruction at the Polish Committee for Standardization;
6. Accounting policy at the Polish Committee for Standardization.

In 2016, 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.

Plan and execution of budget revenues

No.	Item	Execution in 2015	Plan as per the act for 2016	Execution in 2016	Amounts in PLN thousands, plan for 2016 in %
1	Proceeds from the sale of Polish Standards, PKN's own publications, information and certification activity	8,523	8,872	8,963.4	101
2	Proceeds from license fees for standardization services	637	500	1,006.5	201
3	Proceeds from training	19	30	105.2	351
4	Sale of assets	5	0	0.9	-
5	Standards on request	89	60	73.8	123
6	Proceeds from various sources	283	300	326.9	109
7	Interest	1	0	0.5	-
8	Financial penalties	0	0	3.8	-
Total:		9,557	9,762	10,481.0	107

In 2016, PKN's revenues were PLN 10,481 thousand, i.e. 107% of the planned revenues.

Revenues were planned and achieved in section 750 – Public administration and in Section 75002 PKN.

The key item in the 2016 revenue structure, amounting to PLN 8,963.4 thousand, is revenues from the sale of Polish Standards, own publications and information and certification activities. In this group of revenues, the actual result was 1% higher than the plan.

Revenues from fees for licenses to normalization deliverables were PLN 1,006.5 thousand, up 201% on the plan. Revenue execution was higher than planned for 2016, as this item includes Online standards and E-access – products which have only recently been added to PKN's product offering.

In 2016, revenues from training for external customers were PLN 105.2 thousand, i.e. 351% of the planned value. The higher revenue was due, among other things, to the introduction of the training course "ISMS internal auditor in accordance with PN-ISO/IEC 27001: 2014-12", which met market demand, especially in budget units. Thanks to its competitive price, the training course became widely popular.

Moreover, the publication of the Polish language version of ISO 9001:2015 triggered demand for information about changes with respect to the previous edition and thus in 2016, PKN added a new training course to its offering entitled: "Changes to ISO 9001:2015 and an interpretation of its most significant requirements".

In 2016, used computer equipment and furniture were sold for PLN 0.9 thousand.

Income from the development of standards requested by customers was PLN 73.8 thousand, up 23% on the plan. 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. When planning related income on the basis of estimates and data for previous years, it is impossible to predict what and how many standardization initiatives will be in demand.

In 2016, proceeds on account of different income lines were PLN 326.9 thousand, up 9% on the plan. The above figure included, inter alia, royalties paid by international standardization organizations for the sales of international standards to Polish clients; refund of legal fees and refund of prior years' expenses.

Furthermore, in 2016, PKN received interests of PLN 500 on account of late payments.

It also received PLN 3.8 thousand in revenue from liquidated damages due for improper performance of agreements.

Budget expenditure

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 2016 Budget Act amounted to PLN 33,513 thousand.

Execution of the expense plan in 2016

Amounts in PLN thousand

Expenses planned	Executed	Non executed
33,513	31,231	2,282
100%	93%	7%

In 2016, expenses related to benefits for natural persons were PLN 80 thousand, i.e. 99% of the amended plan.

Expenses were related to the purchase of workwear, allowance for washing protective clothing and refund of the cost of correction glasses for the employees working with computer screens.

In 2016, current expenses were PLN 1,724 thousand below the plan.

The lower-than-planned use of current expenses resulted from the continuation of the cost-containment measures adopted by the President of PKN and from the negotiation of agreements which resulted in lower prices offered to PKN for goods and services.

Technical Bodies applied for allocation of funds for translation of European Standards to a lower degree than assumed in the plan. In 2016, there were also cases of non-performance or partial performance of contracts at the contractor's fault, which resulted in a lower utilisation of the planned budget.

The cost of paper use and maintenance and service of printing machines was reduced. Likewise, electricity consumption was kept low. PKN used a system that registered each printing and copying job. The cost of desktop and mobile phones was tracked on an on-going basis. The number of magazine and trade literature subscriptions was again reduced.

The amount of domestic travel was cut down by using teleconferencing equipment. The terrorist attacks in Brussels also influenced international travel expenses. Due to the terrorist threat, some meetings were cancelled or held in the form of videoconferences. Furthermore, the number of civil-law contracts was reduced.

In 2016, PKN was exempted from paying the Labour Fund contributions for 113 employees.

No unexpected equipment failures were observed. Furthermore, the expenses on the maintenance of multi-function devices and IT systems were lower.

In 2016, investment expenses were PLN 793 thousand, i.e. 59% of the amended plan.

The incomplete execution of investment expenses was due to e.g. the postponement of payment for the purchased computer equipment until January 2017, due to a longer tendering procedure.

Savings were also made as part of the proceedings for the delivery and implementation of a guaranteed power system for PKN's server room in Warsaw and the proceedings held in the form of an unlimited tender for the design, completion and implementation of a system for the virtualization of Polish Standards in an English-language version.



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