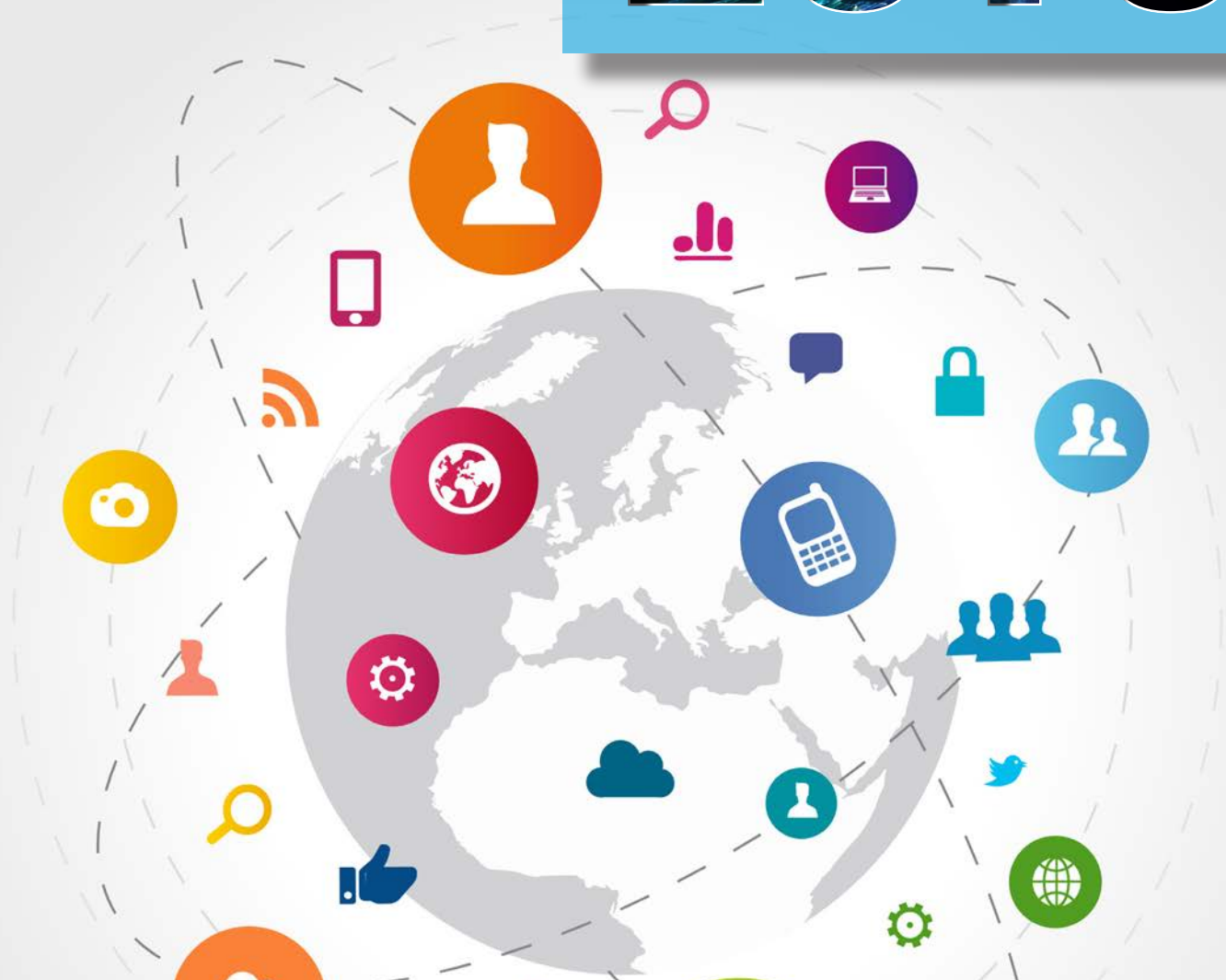




ANNUAL REPORT

2013



POLISH COMMITTEE
FOR STANDARDIZATION



OPERATIONAL REPORT OF THE POLISH COMMITTEE FOR STANDARDIZATION FOR THE YEAR 2013

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ANNUAL REPORT 2013



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Ladies and Gentlemen,

Writing the opening statement for the Annual Report always comes as a challenge. From my point of view, everything we achieved last year, or, better said, everything PKN employees achieved, seems an obvious consequence of our plans and intentions. Which of them are more important than others? Which should be mentioned? It is usually difficult to tell.

The main objective of PKN's operations is to provide our clients (in the broad sense of the term) with diverse services. This was the guiding principle of our "PKN Strategy for the Years 2009-2013" and will remain so in the "PKN Strategy for the Years 2014-2020" adopted this year by the PKN Standardization Council. Everything we have done and everything we will do is intended to supply the Polish economy with the standardization knowledge necessary for its development. Our activities undertaken in 2013 as regards the modernization of the IT system, the organization of standardization work and education about standardization at universities and in secondary schools were aimed on the one hand to meet the ongoing needs of our clients, and on the other hand to raise public awareness of standardization, which will bring significant results in the long term. This was true for 2012 and will be true for 2014 - we perform different tasks every year, but they all contribute to the achievement of the same goal. We know that we are critically viewed by standardization stakeholders, but it is worth remembering that we operate within a specific legal framework which, to a large extent, determines our course of action. From PKN's point of view, our legal status, which does not fit into the existing system, still remains the most crucial barrier. Many problems which our clients find especially bothersome would not have occurred or would have been promptly resolved, had it not been for the limitations which stem from our legal status. Just as in previous years, we were unable to achieve that fundamental goal, despite the attention given to the issue by relevant authorities. The interest on their part was reflected in such initiatives as the organization of an extraordinary meeting of the Commission for Education, Science and the Youth of the Polish Sejm, which was dedicated solely to standardization. Along with activities aimed to facilitate the operations of our technical bodies, education about standardization was at the top of our agenda in 2013.

It would be difficult to describe all the effects of our work in 2013 in such a limited space. I have named but a few key aspects and more details can be found in the report.

Tomasz Schweitzer, PhD Eng

President of the Polish Committee for Standardization

Warsaw, 2013



Ladies and Gentlemen,

In 2013, the Standardization Council (SC), which I have headed for many years, operated in compliance with its by-laws, while at the same time focusing on key standardization issues.

The Council has the important task of issuing opinions on the status and directions of development of standardization. The "PKN Strategy for the Years 2014-2020" has proved especially inspirational in this context. At the meeting of the Council, after the main premises of the document were highlighted, the strategic goals set for PKN for the upcoming years were approved. This is understandable, as it is necessary to continuously strengthen the position of PKN, which coordinates and promotes a voluntary standardization system. It is also clear that PKN needs to be more actively involved in the work of regional and international standardization organizations. Laying the groundwork for a virtual organization is the key challenge of the moment, also reflected in the strategic goals.

The tasks of the Standardization Council also include issuing opinions on the internal regulations of PKN concerning the development of standardization documents. Thanks to the Council's recommendation, PKN is now able to appoint new Technical Bodies. These include Technical Subcommittees, i.e. collegiate bodies tasked with conducting standardization work in a specific area falling within the remit of a Technical Committee. Such structural changes help to streamline the development of standardization documents, while at the same time approximating the Polish standardization system to the structures existing in other standardization units.

In 2013, the SC also endorsed the continuation of PKN's strategy concerning its education policy. PKN and the SC are now becoming increasingly more convinced that the painstaking work intended to make standardization part of university and secondary education curricula is bearing fruit. It is necessary to educate the young generation so that it understands the rationale behind standardization and its influence on the national economy.

Thanks to the commitment of its Members, the Standardization Council is able to support PKN in its work to achieve all of its fundamental goals and targets.

Professor Stanisław Tkaczyk, PhD Eng

Chairman of the PKN Standardization Council

Warsaw, 2013



PURPOSE, VISION, MISSION AND ACTIVITIES OF PKN

PURPOSE, VISION, MISSION AND ACTIVITIES OF PKN

PURPOSE

The Purpose of the activities undertaken by PKN in the years 2009-2013 is to become recognised in Poland and internationally as an organisation which:

- is esteemed and renowned, independent from any influence, autonomous and unbiased;
- efficiently coordinates standardization work and actively participates in the activities of international and European standardization organizations;
- provides high-quality services and products to Polish businesses, citizens and public administration.

The aforementioned goal is pursued in three dimensions: public, corporate and technical.

Public dimension - broadly refers to the general public (including consumers) and government administration bodies.

Corporate dimension - refers both to the internal organization of PKN's work and to its involvement in the work of international and European standardization organizations.

Technical dimension - refers to the work of experts in the area of national, European and international standardization.

VISION

PKN as a modern organizational unit with its own legal personality, well-known and esteemed 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 line with European and international solutions developed with the active involvement of national experts, supporting the national technical policy in order to facilitate trade, ensure the competitiveness of Polish manufacturers, supply high-quality standardization products to all stakeholders within the agreed deadlines and in accordance with the needs of the market.

The management of PKN works to create the necessary conditions for effective and autonomous operation of its Technical Bodies. Action at various levels is taken to achieve this goal.

Since 2006, PKN has been insisting that the transformation process of the standardization system in Poland be concluded by means of an amendment of the Standardization Act and PKN being transformed into an association. Once again, PKN's efforts in this respect failed. This mainly affects the communities interested in participating in standardization, as awareness of the role of standardization bodies does not evolve. As a consequence, this has an adverse effect on the course of standardization work and its financing.

Therefore, efforts were continued to ensure that PKN operates (within the valid legal framework) under conditions which are as close as possible to those that will prevail once it is transformed into an association. To that end, changes have been introduced in the structure of the Standardization Division, which is now prepared to swiftly react to the needs of stakeholder groups. Changes introduced in the working and work management procedures of Technical Bodies should be seen in a similar way. Sector Councils (SCs) and Project Committees (KZs) were established in 2012.

2013 saw the implementation of a procedure enabling the establishment of Technical Subcommittees.

All of these changes are mainly intended to facilitate and streamline standardization work to match market needs. PKN attaches great importance to maintaining an unbiased and autonomous position of the Technical Bodies and therefore seeks to avoid controlling the work of Technical Committees and the funding of 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 areas where standardization applies to broadly understood public security, work should clearly be initiated and costs should be borne by appropriate ministries. We keep advising relevant ministers that they should be the ones to fund such work, as a voluntary standardization system is based on a decentralized funding model.

Organizational changes go hand in hand with computerization. Work was continued to improve the Polish Standardization Resource (Polski Zasób Normalizacyjny – PZN) in accordance with users' comments. Its important advantages include flexibility and availability - users can log into the system from anywhere in the world. Technical Bodies are thus equipped with a tool based on state-of-the-art technologies and a wide group of users can enjoy convenient access to Polish Standards.

PKN consistently works to raise public awareness of the importance of standardization. A significant emphasis was placed on implementing the provisions of the educational policy, i.e. promoting standardization in higher, secondary and vocational education. This serves the purpose of "educating" a young generation of aware engineers, manufacturers and consumers.

Management control

All PKN employees in their day-to-day work monitor and assess the functioning of management control and its particular elements, and once a year they perform a self-assessment of management control, which enables

them to put forward their remarks as to its functioning and to suggest possible improvements or modifications. An additional management control assessment is conducted once a year by a team appointed by the President of PKN. The following management control improvements were introduced in 2013:

- development of an electronic self-assessment questionnaire consistent with detailed management control self-assessment guidelines for public finance sector bodies included in Communication from the Minister for Finance No. 3 of 16 February 2011;
- verification of risk management procedures for the purposes set in the PKN Action Plan for 2014 and adapting them to fit with the information security risk management policy;
- implementation of the principle of notifying users of modifications in critical systems using PKN's intranet site.

On 11 September 2013, oversight and control of effectiveness and efficiency was introduced for the execution of action plans in a task-based system on the basis of goal achievement measures. The effectiveness and efficiency of task execution was reviewed in October 2013. As a result of the assessment, verification of measures for the task-based budget for 2015 was commenced in 2013.

Integrated Management System

All tasks undertaken by PKN are executed in a process and system-based management approach. The implementation of a process-based system with determined goals and effectiveness measures enables process owners to monitor and oversee all tasks and activities described in the process. In 2013, 30 goals were defined for particular organizational units of PKN. For each of the goals, achievement monitoring rules were developed, measures and measurement frequencies were defined or work schedules were set. The results of goal achievement and process effectiveness monitoring constitute input data for a management review of the system scheduled for 1-2 April 2014.

Considering the ongoing continuous improvement of the Integrated Management System at PKN,

a group of 27 active PKN auditors conducted 17 internal audits in 2013. All processes implemented at PKN were audited. The results of the audits confirmed the system's compliance with the requirements of PN-EN ISO 9001:2009 and PN-ISO/IEC 27001:2007. Areas of improvement were also identified, including:

- verification of documents (audit criteria) and detailed specification of their provisions;
- asset classification validity;
- process goals and goals indicated in relevant documentation;
- suitability of process effectiveness measures;
- security measures.

In 2013, as a consequence of audit results, as well as organizational, systemic and IT modifications, changes were introduced into Integrated Management System documents 151 times. 6 corrective measures were implemented and preventive measures were taken on two occasions.

External Audit of the Integrated Management System

From 29 to 31 October 2013, a recertification audit was conducted for the Integrated Management System covering the requirements of PN-EN ISO 9001:2009 and PN-ISO/IEC 27001:2007. Auditors from the Polish Centre for Testing and Certification once again issued a positive opinion on the introduced solutions, security mechanisms and IT infrastructure development supporting the implementation of standardization processes. It was found that the Integrated Quality and Information Security Management System of the Polish Committee for Standardization was maintained and continuously improved.

Its strong points were identified as:

- awareness, responsibility and involvement of PKN management and employees in the maintenance and improvement of the IMS;
- involvement of senior management in creating the necessary conditions for the improvement of the IMS by personal participation in shaping quality-supporting attitudes;
- implementation of new IT system modules: e-employee, e-access, PZN e-rights and SCSPU;
- correct initiatives resulting from the monitoring of the client's perception;
- competent teams of employees, professionally prepared to execute their tasks;
- long-term maintenance of PKN products complaint rate at a very low level.



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STANDARDIZATION BY SECTORS

STANDARDIZATION BY SECTORS

Overview

In 2013, standardization activities were carried out in 17 Standardization Sectors making part of the Standardization Work Department. The Sectors were created in 2011 in line with the subdivision of standardization areas by European standardization bodies. Two years after the commencement of standardization activities in the new structure, it is now clear that the modification was justified and had a positive effect on standardization stakeholders.

The key organizational changes in terms of standardization work in 2013 include the possibility to establish Technical Subcommittees as a new type of Technical Bodies, which was expected by the most numerous Technical Committees representing various standardization areas.

PKN's Work Programme (formerly - Standardization Work Programme) was also modified, becoming a continuous, rather than an annual plan.

At the beginning of 2013, the rules of numbering Polish Standards were changed, along with the rules applicable to publishing the same Polish Standard in several language versions.

As a result of the activities undertaken in 2013, 230 standards were published in Polish, along with relevant amendments and deliverables, including:

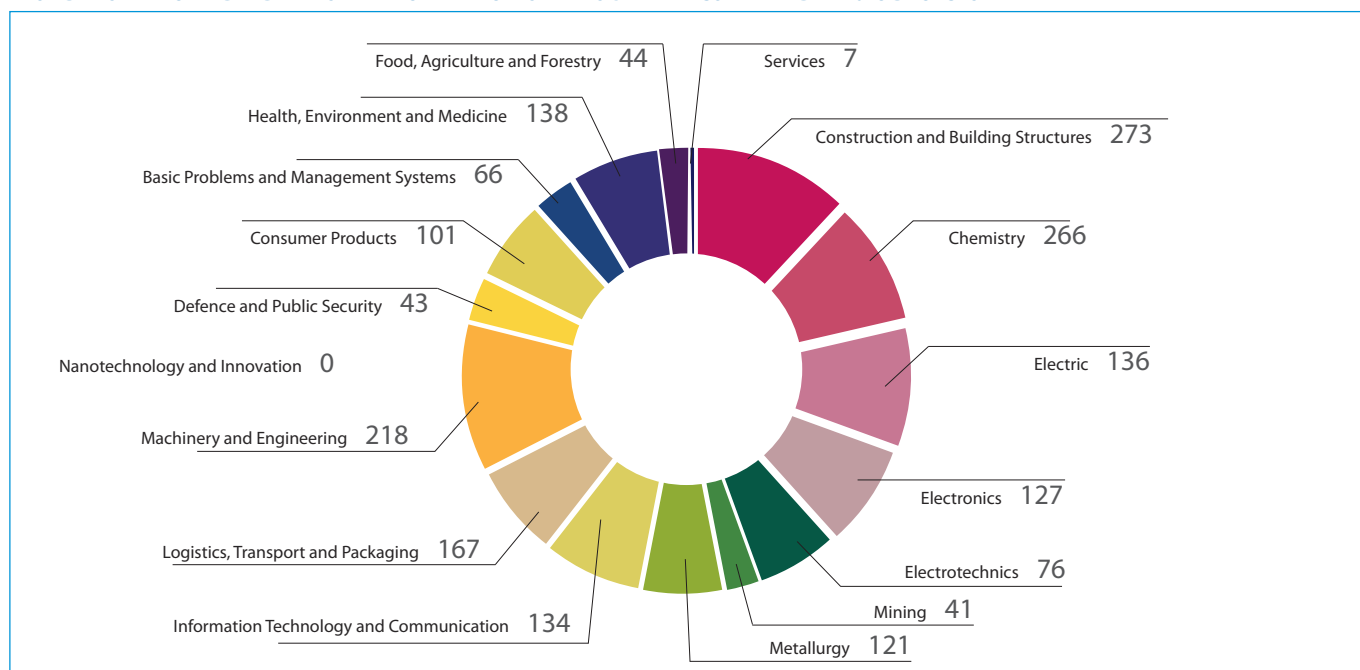
- 185 Polish Standards (PNs) implementing European Standards (EN);
- 12 Polish Standards (PNs) implementing International Standards;
- 30 homegrown Polish Standards (PNs);
- 3 Polish Standardization Deliverables (PDNs).

The above list does not include amendments to standards developed in order to eliminate printing, linguistic and other errors from a previously published document.

PKN participated in the development of European Standards in accordance with the CEN and CENELEC work programmes. Upon completion, new European Standards are added to the collection of Polish Standards in the original language (English language version). A total of 1,543 European Standards were added as a result of these activities.

In 2013, 103 PNs/PDNs in German and 7 PNs/PDNs in French were prepared for dissemination (PDF files were prepared).

NUMBER OF ALL STANDARDIZATION AREAS IN PKN'S WORK PROGRAMME COMPLETED IN 2013 BY SECTOR



Due to the modified concept of PKN's Work Programme, it no longer specifies the number of all the standardization items in a particular year. However, the number of standardization items completed in a particular year (including amendments) is specified. In 2013 there were 1,958 such items.

Each language version of a Polish Standard must be notified to European standardization bodies. In 2013 a total of 1,744 items were notified, including: 22 Polish homegrown Standards, 194 implementations of European Standards into the collection of Polish Standards in Polish and 1,528 implementations of European Standards submitted for notification in the original language. Among the 1,722 notified Polish Standards implementing European Standards, 1,269 were notified to CEN, 419 to CENELEC and 34 to ETSI.

In order to enable all stakeholders to participate in the development of standardization deliverables and comply with the statutory duty to provide opinions on draft Polish Standards, a general and a targeted survey was carried out for these projects as part of the work on the standardization items.

Entities participating in the work of Technical Bodies (through their representatives) have a significant influence on the substantive content of the standards and documents. Thanks to the introduction of a new type of Technical Body, i.e. the Technical Subcommittee (PK),

PKN made it possible to facilitate the operations of Technical Committees which have a large number of members and work on various standardization areas. A relevant modification of the Polish Standardization Resource (Polski Zasób Normalizacyjny, PZN) enabled representatives of Technical Subcommittee members to have the same technical collaboration opportunities as representatives of other PKN Technical Bodies, i.e. Sector Councils (SC), Technical Committees (KT) and Project Committees (KZ).

Work on the appointment of the first Technical Subcommittees is already at a very advanced stage. They are planned to be appointed in early 2014.

In 2013, Sector Councils (SC) operated in 16 Sectors of the Standardization Work Department. 248 Heads of KT/KZs sat on the Sector Councils. No Nanotechnology and Innovation Sector Council - was set up yet due to the small number of KT/KZs in the Sector.

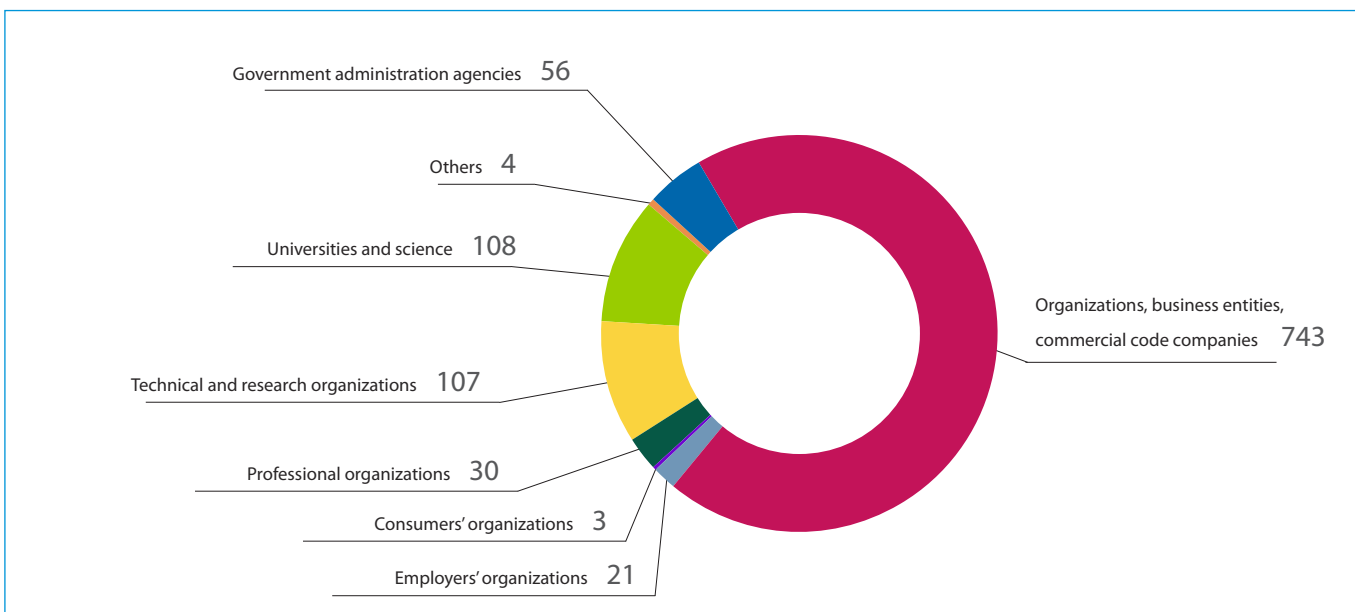
In 2013, interest in participation in the work of KT was similar to that in the previous year. The President of PKN appointed 108 entities as members of 93 Technical Committees (178 KT applications, which means that some of the 108 entities applied to more than one KT) and dismissed 73 entities being 106 members of KT. 45 entities (64 KT memberships) declared a complete withdrawal from the work of KT.

NUMBER OF ENTITIES IN KT BY TYPE, PURSUANT TO THE STANDARDIZATION ACT

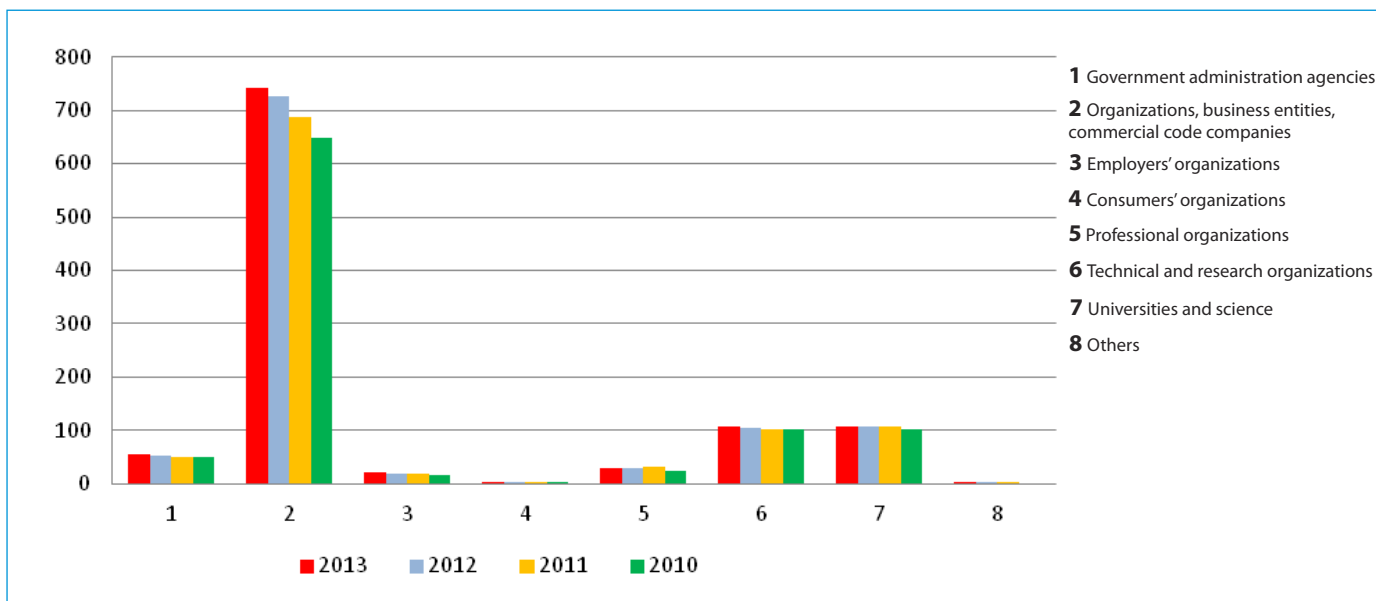
No.	Type of entity	Number of entities				Number of KT applications				Number of representatives			
		2010	2011	2012	2013	2010	2011	2012	2013	2010	2011	2012	2013
1	Government administration agencies	50	50	53	56	197	194	194	191	217	215	213	215
2	Organizations, business entities, commercial code companies	647	688	727	743	1 046	1 124	1 192	1218	1 080	1 153	1 214	1266
3	Employers' organizations	17	18	20	21	30	33	35	43	33	35	38	44
4	Consumers' organizations	2	2	2	3	14	13	13	32	11	10	10	10
5	Professional organizations	24	31	30	30	36	44	41	41	45	52	51	49
6	Technical and research organizations	101	102	105	107	459	470	467	503	536	532	534	581
7	Universities and science	103	107	108	108	618	640	657	643	758	776	798	782
8	Others	-	4	4	4	-	4	4	4	-	6	6	6
Total		944	1 002	1 049	1072	2 400	2 522	2 603	2675	2 680	2 779	2 864	2953*

* A LARGER NUMBER OF REPRESENTATIVES THAN INDIVIDUALS RESULTS FROM THE FACT THAT THE SAME PEOPLE REPRESENT SEVERAL DIFFERENT ORGANIZATIONS.

PARTICIPATION OF VARIOUS TYPES OF ENTITIES IN KT_s (2013)



COMPARISON OF THE NUMBER OF VARIOUS TYPES OF ENTITIES IN THE YEARS 2010 - 2013



68 entities (108 KT applications) that had not participated in KT_s at the end of 2012 came forward to participate in the work of KT_s.

At the end of 2013, 2,937 people representing 1,072 entities participated in the work of 250 Technical Committees (2,675 KT applications).

Organizations, economic operators and commercial code companies are the largest group among Technical Committee members (69.3% of the members), but they only hold 45.5% of KT applications due to the fact that 67.3% of them are small and medium enterprises (SMEs), only interested in working in one or two KT_s (they have only applied to one or two KT_s).

SME (entities employing not more than 250 people) membership in Technical Committees amounts to 46.6% and is as follows (as of the end of 2013):

- microenterprises - 147 entities (226 KT applications);
- small enterprises - 143 entities (192 KT applications);
- medium-sized enterprises - 210 entities (364 KT applications).

In 2013, SMEs were members of a total of 219 KT_s/KZ_s. In order to make SMEs more familiar with standardization, PKN's website includes an "SME Zone" section, which provides:

- information about possible participation in standardization work;
- information about accessing Polish Standards;

- useful links (e.g. to information on funding opportunities for European SMEs or to CEN-CENELEC websites dedicated to SMEs);
- files for downloading, including the Polish translation of CEN/CENELEC Guide No. 17 "Guidance for writing standards taking into account micro, small and medium-sized enterprises (SMEs) needs" and a report on PKN's activities for SMEs in 2013.

The data (for four years) on the type of entities participating in the work of KT's indicate a systematically growing interest in standardization in the sector of organizations, economic operators and commercial code companies.

As a result of various circumstances, natural member turnover processes occur in active KT's. In 2013, 178 new applications to 93 KT's were received.

The most significant changes were recorded in two areas: construction and building structures and basic problems and management systems.

In light of the expiry of the term of office or executed dismissals, Chairperson and Deputy Chairperson elections were organized in KT's. The Chairpersons and Deputy Chairpersons were appointed by the President of PKN for a four-year term of office. The appointed Chairpersons became members of Sector Councils at the same time.

24 Chairpersons and 3 Deputy Chairpersons were appointed for the KT's. Among the new appointments – 12 Chairpersons and 1 Deputy Chairperson had not performed this function before at the KT for which they were appointed.

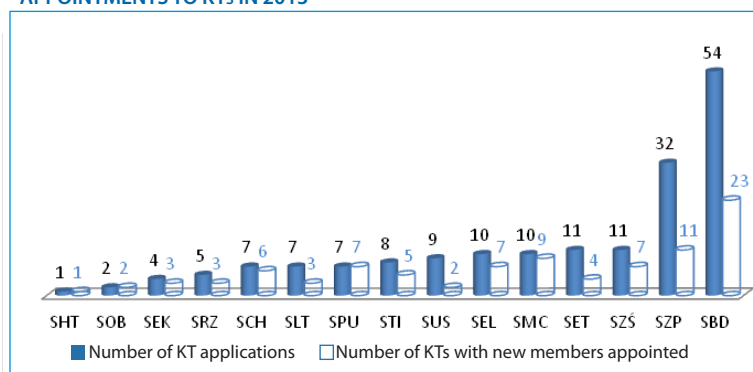
Pursuant to the Standardization Act, PKN manages the secretariats of Technical Committees, but it can delegate this task to an interested external entity under a separate contract. As of the end of 2013, among all the 250 KT secretariats, 173 (69.2%) were based in PKN, while 77 (30.8%) were run by 45 entities outside PKN. A reduction in the number of outsourced secretariats was observed compared to the previous year (from 91 to 77). This fact is attributable to various factors, mainly including financial and organizational issues, as well as the necessary termination of agreements by PKN due to the launch of the Integrated Management

System (entailing the introduction of a new form of the KT secretariat management agreement including provisions on the security of documentation transferred to the secretariat by PKN). Some entities did not wish to sign the new secretariat outsourcing agreements.

As of the end of 2013, 4 Project Committees (KZs) created upon the request of interested parties were in operation:

- KZ 500 Indoor Sun Exposure Services;
- KZ 501 Services for Fire Safety and Security Systems;
- KZ 502 Aesthetic Surgery Services;
- KZ 504 Real Estate Market.

APPOINTMENTS TO KT's IN 2013



One of the Project Committees established in 2012 (KZ 503 Facility Management) was transformed into a Technical Committee (KT 315 Facility Management) in 2013.

As of the end of 2013, 28 entities participated in the work of 4 Project Committees (28 KZ applications) through 39 representatives.

OVERALL NUMBER OF TECHNICAL COMMITTEES/PROJECT COMMITTEES

Total as of 31 December 2012		Changes to the number of KT/KZs during the year		Total as of 31 December 2013
		dissolved	established	
KT	249	-	1	250
KZ	5	1	-	4

The most numerous group among Project Committee members are entities belonging to organizations, economic operators and commercial code companies. They account for 57.1% of all members (57.1 KZ applications).

All Project Committee secretariats are run by PKN.

In 2011, a resolution of the President of PKN introduced the obligation to develop and regularly update the Activity Plan for all the existing KTs and the newly established KTs and KZs. KT/KZ Activity Plans are an equivalent of the business plans of the European Technical Committees (TCs).

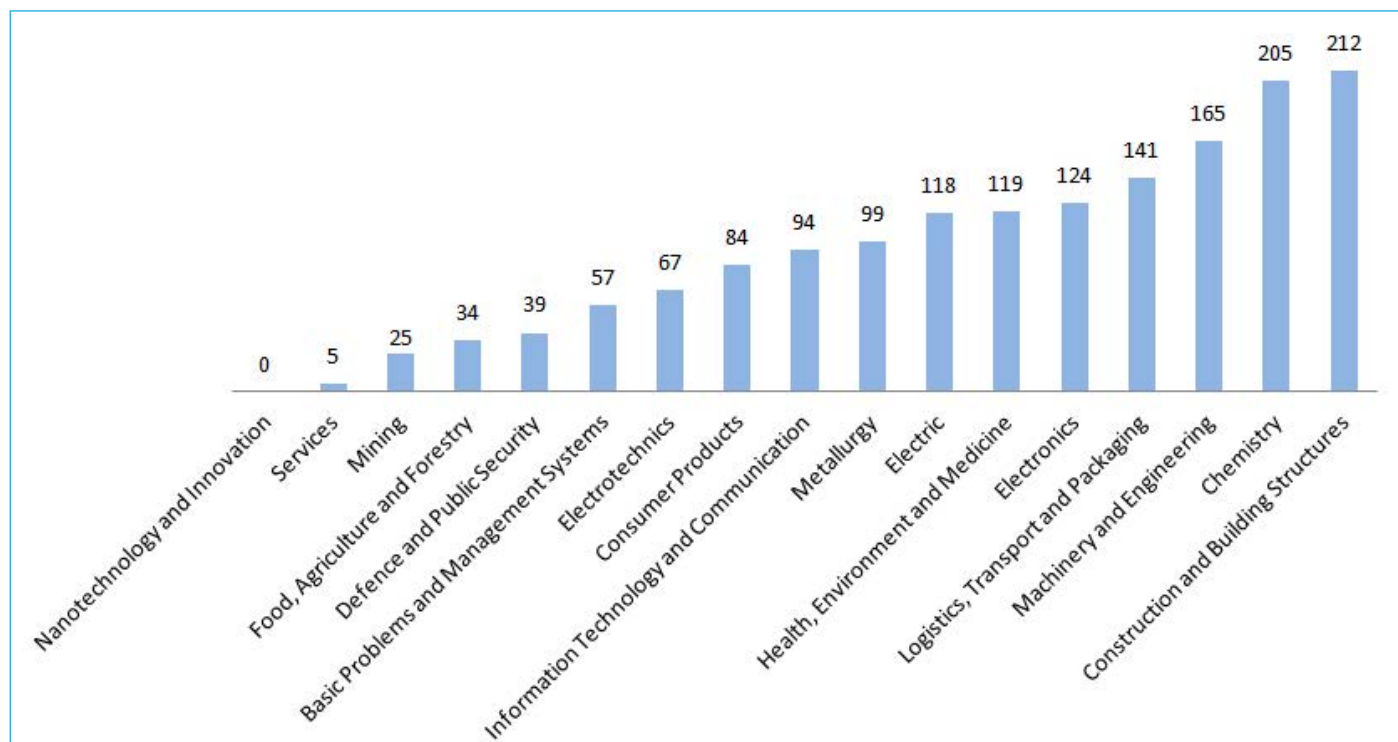
The Activity Plan of a Technical Committee (KT AP)/ Project Committee (KZ AP) is a concise overview of

the current status of standardization work and of the working plan in the context of important business, technology, environmental and social forecasts in the working area of a particular KT/KZ. The Activity Plan of a Technical Committee/Project Committee is drafted, among other things, in order to disseminate among stakeholders the achievements and plans of the KT/KZ that require funds to be raised in order to deliver planned work. Once approved, KT and KZ Activity Plans are made available to stakeholders on an ongoing basis through the PKN website. In 2013, after it became possible to establish Technical Subcommittees (PKs), the principles of development of KT Activity Plans were updated and provisions on including PKs' areas of operation in the Plan were added.

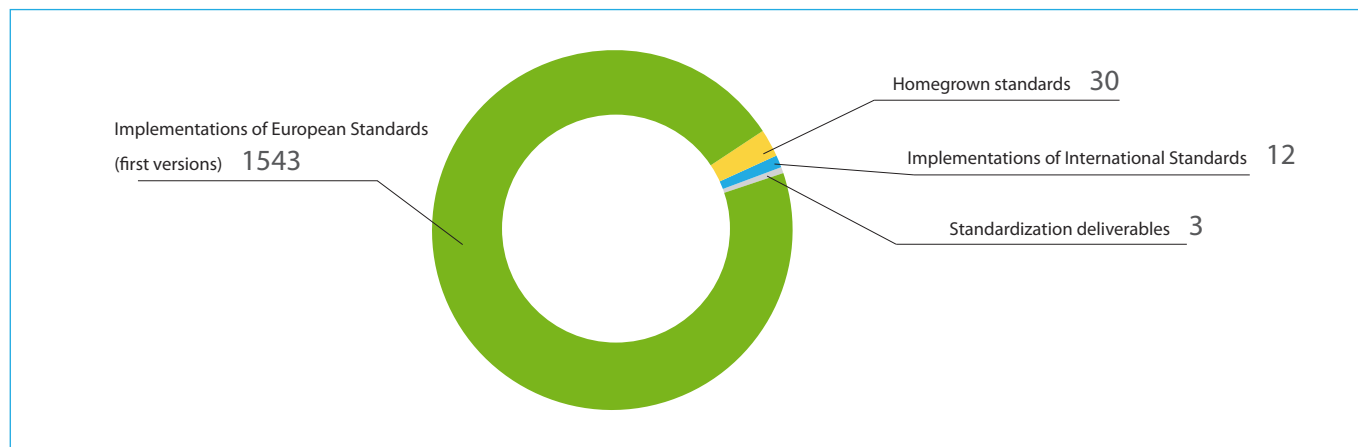
PARTICIPATION OF ENTITIES IN PROJECT COMMITTEES BY TYPE IN 2013 PURSUANT TO THE STANDARDIZATION ACT

Type of entity	Number of entities		Number of KZ applications		Number of representatives	
	2012	2013	2012	2013	2012	2013
Government administration agencies	1	1	1	1	2	2
Organizations, business entities, commercial code companies	24	16	25	16	30	22
Employers' organizations	-	-	-	-	-	-
Consumers' organizations	-	1	-	1	-	1
Professional organizations	5	5	6	6	7	7
Technical and research organizations	3	3	3	3	5	5
Universities and science	4	2	5	2	5	2
Total	37	28	40	28	49	39

NUMBER OF PUBLISHED POLISH STANDARDS, AMENDMENTS AND POLISH STANDARDIZATION DELIVERABLES IN 2013,
BY SUBJECT (A TOTAL OF 1,585 PNs + 3 PDNs)



NUMBER OF NEW POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013,
BY TYPE



Implementations of European Standards to the collection of Polish Standards accounted for 97.4% of all the new PNs published in 2013.

In 2013, part (1/3) of the development of Polish Standards and Polish Standardization Deliverables in Polish was funded as work requested by stakeholder communities.

Withdrawal of standards

1,089 obsolete Polish Standards were withdrawn from the collection of Polish Standards and replaced by new ones. 4 Polish Standards were withdrawn without replacement. In 2013, due to PZN modification work, homegrown Polish Standards and standards implementing International Standards were not reviewed.

As a result of PKN's contribution to the standardization activity of European and international standardization bodies, opinions were issued on all documents for which an opinion of a member organisation was obligatory.

Cooperation with European and international standardization organisations

In 2013, PKN continued its work connected with its membership in international (ISO and IEC) and European (CEN and CENELEC) organisations and its status as an ETSI national standardization organization.

PKN cooperates with 176 IEC Technical Committees (TCs)/Subcommittees (SCs), being a participating member ("P") of 54 of them and an observer ("O") of 122. It does not cooperate with 3 TCs/SCs. 82 experts from Poland, representing economic operators being KT members, actively take part in the work of 136 Working Groups. In 2013, the participation form was changed or new forms were added with respect to the work of 14 IEC TC/SC.

In 2013, PKN issued opinions on 1,003 IEC working documents, including 533 concerning TCs/SCs of which PKN is a "P" member. It issued opinions on 588 draft standards at final development stages (FDIS and CDV). Content-related comments, editorial remarks or proposed changes were submitted in relation of 107 of them, including 24 documents at the FDIS and CDV stage.

IEC MEMBERSHIP

Membership	Committees (TCs)	Subcommittees (SCs)	Total (TCs and SCs)
IEC			
Participating („P")	33	21	54
Observer („O")	64	58	122

PKN cooperates with 655 ISO Committees/Subcommittees, being a participating member in 219 and an observer in 436 of them. It does not cooperate with 92 TCs/SCs. 85 Polish experts, representing the interests of KT members, are involved in the work of 121 Working

Groups. In 2013, the form of participation was changed or new forms were added with respect to the work of 33 ISO/TCs/SCs.

In 2013, PKN issued opinions on 2,766 ISO working documents, including 1,970 concerning TCs/SCs of which PKN is a "P" member. 919 positions for voting on draft standards at final development stages (FDIS, FDAM, DIS and DAM) were submitted to ISO last year. Comments were submitted with respect to 126 documents, including 35 at the FDIS, DIS, FDAM and DAM stages.

ISO MEMBERSHIP

Membership	Committees (TCs)	Subcommittees (SCs)	Total (TCs and SCs)
ISO			
Participating („P")	61	158	219
Observer („O")	152	284	436

237 Polish experts participate in the work of 284 CEN Working Groups (WG). In 2013, PKN conducted a verification of experts in connection with the transfer of data from ZSI Norma to PZN.

Opinions were issued on 2,178 CEN working documents (including ASD-STAN and ECISS), including 1,571 draft European Standards at the survey and voting stage. Content-related or editorial remarks were submitted with respect to 230 documents, including 143 at the survey and voting stage.

At CENELEC, 22 Polish experts took part in the work of 24 working groups.

Opinions were issued on 738 CENELEC working documents, including 732 draft European Standards at the survey and voting stage. Content-related or editorial remarks were submitted with respect to 33 documents, including 31 drafts at the survey and voting stage.

PKN submitted its position on 79 draft ETSI (prETSI EN) standards in 2013. No comments were submitted with respect to any of the drafts.

Construction and Building Structures Sector (SBD)

In terms of standardization work performed by the Construction and Building Structures Sector and completed in 2013, implementations of European Standards account for 98.1% of the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	208	To PN-EN: - Polish	28
PN-ISO, PN-IEC	-		
Homegrown PNs	4		
PDNs	-	Total new published language versions	28
Total new published PNs/PDNs	212		
Total publications		240	

Directions of Changes in the Sector in 2013

The scope of the Sector's international cooperation was extended to include work with ISO/TC 142 Cleaning equipment for air and other gases.

On the initiative of the communities collaborating with KT 279 Heating Systems and Ventilation, the procedure was started to divide the KT into three new technical committees:

- KT 316 Heat Engineering and Heating
- KT 317 Ventilation and Air-conditioning
- KT 318 Chimneys

The division was approved by PKN's Standardization Council. Currently, work is being conducted with respect to the formal appointment and dismissal of KT members. The division of KT 279 was necessary due to its vast and diverse focus area. The change will make it easier to reach a consensus when adopting resolutions on draft standards.

The Secretariat of ISO/TC 98 Bases for Design of Structures and ISO/TC 98/SC 2 Reliability of Structures is run in the Sector. An employee of the Construction Sector is the secretary. Two Standards were published in 2013: ISO 4355:2013 Determination of snow loads on the roofs and ISO 13033:2013 Bases for design of structures

- Load, forces and other action - Seismic actions on non-structural components for building applications. Two standards are currently being amended: ISO 2394:1998 General principles on reliability for structures and ISO 3010:2001 Basis for design of structures - Seismic actions on structures. A plenary Meeting of ISO/TC 98, meetings of Subcommittees SC 2 and SC 3, as well as of the Working Groups were held in November 2013 in Japan. Detailed reports from the meetings are available on PKN's website.

The Sector's core focus area was the collection of design standards known as the Eurocodes. Relevant work on the European level has been planned in two stages: harmonisation, simplification and incorporation of National Annexes into the standards between 2014 and 2020+, as well as a revision of the current content of the Eurocodes starting from March 2015 and their publication in the revised form after 2020.

Editorial harmonisation of the aforementioned collection is planned. The implementation date for the new versions of the standards in CEN member states has not been set. The timeframe for the necessary work is very extensive and reflects the difficult task faced by national standardization units collaborating in this respect with CEN/TC 250 Structural Eurocodes.

Currently, the work covers 9 modifications at various advancement stages, while another 6 are being prepared. They are planned as separate documents. Only Eurocode 6 (EN 1996-1-1) has been published as a consolidated standard. Moreover, a new part was developed for Eurocode 2 - prPN-prEN 1992-4 Design of concrete structures - Part 4: Design of fastenings for use in concrete, which will replace the current Technical Specifications. In light of the above, in 2013 there was a noticeably greater interest in participation in European-level work on these standards, which are of crucial importance for building structure designers. This is attested to by the sheer number of experts (32 people) who applied to work in the Working Groups of the CEN/TC 250 Subcommittees in 2013.

A large number of Polish experts (currently 39) will be a guarantee of actual participation in European work

and will constitute an opportunity for Poland to have an impact on the content of the new and amended parts of the Eurocodes.

The construction sector community was also significantly more interested in work on request. Consequently, several Polish homegrown standards and Polish language versions of PN-EN standards were developed.

Eurocodes and National Annexes (NAs) to these standards, also published separately, still remain the best-selling construction standards. A total of 2,500 copies have been sold. Ca. 400 copies were sold in 2013.

Employees of the Sector took part in the promotion of standardization activities in collaboration with the Polish Chamber of Construction Engineers through regular publications in the *Inżynier Budownictwa* monthly.

Chemistry Sector (SCH)

In terms of standardization work performed by the Chemistry Sector and completed in 2013, implementations of European Standards account for 95% of the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	192	To PN-EN: - Polish	39
PN-ISO, PN-IEC	6		
Homegrown PNs	4		
PDNs	3		
Total new published PNs/PDNs	205	Total new published language versions	39
Total publications		244	

Directions of Changes in the Sector in 2013

As part of European collaboration, 9 experts appointed by KT's working with the Sector took part in the following CEN sessions:

- CEN/TC 155 Plastics piping systems and ducting systems;
- CEN/TC 19 Gaseous and liquid fuels, lubricants and related products of petroleum, synthetic and biological origin;
- CEN/TC 336 Bituminous binders;
- CEN/TC 411 Bio-based products.

In 2013, the number of standardization work items developed as work on request remained at a level similar to that of the previous year. They were addressed in KT 222 Petroleum and related products and KT 140 Plastic pipes, fittings and valves. Polish Standards implementing EN and ISO standards developed by KT 222 concern asphalts and asphalt binders, liquid petroleum products, motor vehicle fuels and test methods for petroleum products and lubricants. As part of work on request, standardization deliverables were implemented and Polish homegrown standards were developed. Standards concerning water pipes, irrigation, water drainage and sewerage were developed in KT 140. In addition, European standardization deliverables used for conformity assessment were implemented in the area of rainwater and sanitary sewage systems.

Standardization deliverables important to users at various levels were drafted in the Sector.

Polish language versions were published of four parts of PN-EN 15947 Pyrotechnic articles - Fireworks, class 1, 2 and 3:

- Part 2: Categories and types of fireworks;
- Part 3: Minimum labelling requirements;
- Part 4: Test methods;
- Part 5: Requirements for Construction and performance.

The following standardization deliverables were published:

- PKN-CEN/TS 13598-3:2013-12 Plastics piping systems for non-pressure underground drainage and sewerage. Unplasticized poly(vinyl chloride) (PVC-U), polypropylene (PP) and polyethylene (PE). Part 3: Guidance for assessment of conformity;
- PKN-CEN/TS 1401-2:2013-12 Plastics piping systems for non-pressure underground drainage and sewerage. Unplasticized poly(vinyl chloride) (PVC-U) - Part 2: Guidance for assessment of conformity.

In these documents, guidelines were provided for the assessment of conformity of mixtures/compositions, products and sets compliant with PN-EN 13598-1:2011, PN-EN 13598-2:2009 and PN-EN 1401-1:2009.

The Polish homegrown standard PN-C-04426:2013-07 Liquid petroleum products - Spectrophotometric methods for marking the Solvent Yellow 124 marker and red and blue dye in light heating and diesel oils was published.

Normative national annexes were prepared concerning national requirements for the following PNs:

- PN-EN 14214:2012 Liquid petroleum products. Fatty acid methyl esters (FAME) for use in diesel engines and heating applications. Requirements and test methods;
- PN-EN 228:2013-04 Automotive fuels - Unleaded petroleum - Requirements and test methods.

Employees of the Sector took part in the promotion of standardization by:

- participating in the conference entitled: „A new Cosmetics Regulation... and what's next?" organised by the Polish Association of Cosmetics and Home Care Products Producers;
- delivering a lecture entitled: „Polish Standards on liquid fuels and their components" at the Discussion Forum entitled „On the monitoring and control system of the quality of fuels, biofuels, LPG and CNG".

Electronic Sector (SEK)

In terms of standardization work performed by the Electronic Sector and completed in 2013, implementations of European Standards account for 100% of the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	124	To PN-EN: - Polish	1
PN-ISO, PN-IEC	-		
Homegrown PNs	-		
PDNs	-	Total new published language versions	1
Total new published PNs/PDNs	124		
Total publications			125

Directions of Changes in the Sector in 2013

Polish experts delegated by the Technical Committees collaborating with the Sector took part in the following meetings of European and international technical bodies:

- IEC/SC 86C/ WG 1 Fibre-optic communications systems and sub-systems in March 2013 in the United States;
- IEC/SC 86B/WG 4 Standard tests and measurement methods for fibre optic interconnecting devices and passive components, WG 6 Standards and specifications for fibre optic interconnecting devices and related components, WG 7 Standards and specifications for fibre optic passive components, in April 2013 in Sweden;
- CLC/TC 86BXA/WG 01 Fibre optic connectors & passive components, WG 02 Closures and fibre management systems in May 2013 in Slovenia;
- IEC/TC 86/SC 86A Fibres and cables, SC 86B Fibre optic interconnecting devices and passive components, SC 86C Fibre optic systems and active devices in October 2013 in the United States;
- CLC/TC 86BXA Fibre optic interconnect, passive and connectorised components in November 2013 in Belgium.

KT 105 Electroacoustics, Audio And Video Information Storage Systems developed a Polish language version of PN-EN 60601-2-66:2013-04 Medical electrical equipment - Part 2-66: Particular requirements for the basic safety and essential performance of hearing instruments and hearing instrument systems. The standard is especially important for the hard of hearing. In addition, this standard is harmonised under Directive 93/42/EEC.

In KT 69 Measuring, Control and Laboratory Equipment, two parts of PN-EN 61010 were developed (English language versions) concerning the safety of electrical equipment for measurement, control, and laboratory use (current sensors and cabinet X-ray systems).

Work is also under way in KT 69 on drafts of the multi-part EN 50436 Standard prepared by CLC/BTTF 116-2 Alcohol interlocks, concerning an improvement of road traffic safety by installing alcohol interlocks.

KT 241 Electromechanical components developed successive parts of PN-EN 61169 Radio-frequency connectors used in microwave applications, telecommunication, wireless technologies and other fields.

KT 290 Special techniques in electrics was most active in the area of superconductivity - the complete loss of electrical resistance occurring in many metals and semi-conductors cooled down to a sufficiently low temperature (fractions or several Kelvins - depending on the substance).

Electrical Sector (SEL)

In terms of standardization work performed by the Electrical Sector and completed in 2013, implementations of European Standards account for 100% of the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PN/PDNs		Other language versions	
PN-EN	118	To PN-EN: - Polish	14
PN-ISO, PN-IEC	-		
Homegrown PNs	-		
PDNs	-		
Total new published PN/PDNs	118	Total new published language versions	14
Total publications		132	

Directions of Changes in the Sector in 2013

Polish experts delegated by Technical Committees cooperating with the Sector participated in the work of IEC and CENELEC technical bodies.

A representative of a member of KT 79 Power transformers took part in the plenary meeting of IEC/TC 14 Power Transformers held in October in the United States. The meeting was hosted by the American

Technical Committee for Power Transformers and SPX - a transformer manufacturer. The objective of the meeting was to review current standardization work related to power transformers in the IEC. Chairpersons of Working Groups described the progress of the development of particular documents.

A representative of a member of KT 54 Chemical

power sources declared the will to participate in the work of Working Groups IEC/TC 35 Primary cells and batteries, IEC/TC 35/MT 14 Performance tests and dimensions, IEC/TC 35/MT 16 Safety of batteries with aqueous electrolyte and IEC/TC 35/MT 17 Document harmonization and an independent expert joined in the work of IEC/TC 35/MT 14 and IEC/TC 35/MT 15 Lithium batteries.

A plenary meeting of CLC/TC 21X Secondary cells and batteries was held in June 2013. A representative of a KT member participated in the meeting on behalf of KT 54. Topics under discussion included draft standards: prEN 50342-2 concerning the standardization of AGM battery sizes, prEN 50342-6 concerning special lead-acid batteries for start-stop applications and prEN 50342-7 regarding the development status of motorcycle battery standards.

In October 2013, a meeting of Working Groups IEC/TC 35 MT 14, MT15, MT 16, MT 17 and JMT 18 was held in Germany. Two representatives of a KT 54 member were in attendance.

A meeting of CLC/TC 78 Equipment and tools for live working was held in Belgium in November 2013. Participants included the Deputy Chairperson of KT 72 Live Working.

In June 2013, the 11th "Live Working in LV, MV and HV grids in Poland and Worldwide" conference was held in Zielona Góra. The themes addressed during the event also included the standardization work of KT 72 Live Working.

A meeting of IEC/SC 32A High-voltage fuses was organised in June 2013 at the Polish Committee for Standardization. The meeting focused on high-voltage fuses. A meeting of IEC/SC 32A/MT 3 Maintenance of IEC 60282-1, 60282-2, 60787 was also held on the second day. The meetings were held with the participation of international experts and a representative of a member of KT 75 Fuses. Reports on on-going standardization work were presented at the meeting by MT 3, MT 7 and WG 6. The work programme of IEC/TC 32/SC 32A was updated and an adjustment of the business plan to the new structure of the subcommittee was discussed.

In November 2013, the Chairperson of KT 281 Safety of machinery – electrotechnical aspects attended the fifteenth ISO/TC 199/WG 8 Safe control systems meeting held in the United States.

KT 78 Industrial electroheating collaborated with IEC/TC 27 Industrial electroheating and electromagnetic processing in the development of draft standard IEC 60519-1 Ed.5 regarding general requirements for safety in installations for electroheating and electromagnetic processing, draft standard IEC 60398 Ed.3 concerning general performance test methods for electroheating and electromagnetic processing installations, as well as draft standard IEC 62798 Ed.1 concerning test methods for infrared emitters.

The following draft standards developed by KT 61 Electrical equipment and system for railways need to be highlighted:

- prPN-prEN 61851-23 Electric vehicle conductive charging system - Part 23: DC electric vehicle charging station;
- prPN-prEN 61851-24 Electric vehicle conductive charging system - Part 24: Digital communication between a DC EV charging station and an electric vehicle for control of DC charging.

KT 63 Household and similar electrical appliances approved the Polish language version of PN-EN 60335-1:2012 Household and similar electrical appliances - Safety - Part 1: General requirements, harmonised (Directive 2006/95/EC and Directive 2006/42/EC).

KT 80 Overhead lines – general aspects drafted a Polish language version of PN-EN 50341-1:2013-03 Overhead electrical lines exceeding AC 1 kV Part 1: General requirements - Common specifications. The standard applies to power engineering, construction, mechanics and was long expected by stakeholder communities.

Head of KT 4 Lighting Technology prepared an article entitled: „Standardization in Lighting Technology”, which was published in the *Warunki Techniczne.pl* journal.

Electrotechnical Sector (SET)

As regards standardization work performed by the Electrotechnical Sector and completed in 2013, implementations of European Standards account for 100% of all the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	67	To PN-EN: - Polish	4
PN-ISO, PN-IEC	-		
Homegrown PNs	-		
PDNs	-		
Total new published PNs/PDNs	67	Total new published language versions	4
Total publications		71	

Directions of Changes in the Sector in 2013

KT 304 Aspects of electrical energy supply expanded the scope of its international cooperation to include ISO/TC 203 Technical energy systems, IEC/TC 120 Electrical Energy Storage (EES) and IEC/SC 8A Grid integration of Large-capacity Renewable Energy (RE) Generation.

Experts delegated by Technical Committees participated in international and regional events and projects.

- Head of KT 143 Electrostatics attended a meeting of IEC/TC 101 Electrostatics held in June 2013 in Russia.
- A delegate of KT 304 Aspects of electrical energy supply attended the first session of CEN-CLC Coordination Group on Smart and Sustainable Cities and Communities (SSCC-CG), which was organised in June 2013 in Belgium.
- Head of KT 303 Electrical insulating materials took part in the work of IEC/TC 10/ MT 22 Maintenance of IEC 60422 developing PN-EN 60422:2013-10 Mineral insulating oils in electrical equipment - Supervision and maintenance guidance, published in English. Secretary General of IEC sent a letter of

acknowledgement to the Head of KT 303, thanking him for his active contribution to the development of the draft standard.

- A representative of a member of KT 53 Cables and wires attended a meeting of CLC/TC 20 Electric cables in the Czech Republic and of CLC/TC 20/WG 09 Cables for use by electricity supply companies in the UK.

2013 also saw increased participation of Polish experts in international and regional work.

- An expert from KT 55 Electrical installations in building and lighting protection of buildings arresters for building structures was appointed to IEC/TC 64/ PT 60364-8-2 Development of a new part IEC 60364-8-2 and IEC/TC64/MT 34 Electrical installations of buildings - Part 7-718: Requirements for special installations or locations - Communal facilities and workplaces.
- Two experts from KT 55 were appointed to work in IEC/TC 64/MT 34 Electrical installations of buildings - Part 7-718: Requirements for special installations or locations - Communal facilities and workplaces.

- Five KT 55 experts took part in the work of IEC/TC 81 MT 14 Revision of IEC 62561-1, IEC 62561-2, IEC 62561-3 and IEC 62561-4/Edition 1.
- Two KT 55 experts were appointed to work in IEC/TC 81/ MT 15 Revision of IEC 62561-5, IEC 62561-6 and IEC 62561-7/Edition 1.
- KT 77 Low-voltage switchgear and control gear assemblies appointed one expert each to work in TC 17/SC 17D/MT 16 Maintenance of IEC 60439-5 and TC 17/SC 17D/MT 16 Maintenance of IEC 60439-5.
- Head of KT 8 Terminology, symbols of quantities, units, documentation and graphical symbols use in electrotechnical technology was appointed to IEC/TC 1/ VT 60050 International Electrotechnical Vocabulary.

In December 2013, the first PKN Task Group for Smart and Sustainable Development of Cities and Communities was established within the SET Sector Council. It is a counterpart of SSCC-CG, established in order to coordinate all standardization work in the area of smart cities and communities on a European level, as well as to ensure systematic enhancement of cooperation between all stakeholders.

KT 55 Electrical installations in building and lighting protection of buildings arresters for building structures developed the Polish language version of PN-EN 623051:2011 Protection against lightning - Part 1: General principles. The standard is very important in terms of equipping all public and specialist facilities and enjoys great interest among stakeholders. In 2013, 126 copies of PN-EN 62305 standard series were sold and sales are very likely to increase once the standard is available in Polish.

KT 303 Electrical insulating materials participates in the drafting of an opinion on an essential project of a highly innovative nature for the electrotechnical and power engineering industry - prPN-prEN 62770 Fluids for electrotechnical applications - Unused natural esters for transformers and similar electrical equipment.

KT 304 System aspects of electrical energy supply developed Polish language versions of energy efficiency standards, i.e. PN-EN 16212:2012 energy efficiency and savings calculation, top-down and bottom-up methods, PN-EN 16231:2012 Energy efficiency benchmarking methodology, PN-EN 16247-1:2012 Energy audits – Part 1: General requirements.

KT 53 Cables and wires developed Polish language versions of 8 parts of PN-EN 50525 under the common title: Electric Cables - Low voltage energy cables of rated voltages up to and including 450/750 V (U0/U). The aforementioned standards are crucial for the cables industry.

Employees of the Sector, as well as representatives of KT members working with the Sector, took part in the promotion of standardization work by publishing articles in such industry journals as: *Magazyn Ex, Energia Elektryczna, Bezpieczeństwo Pracy - nauka i praktyka* and *Journal of Sustainable Mining*.

Mining Sector (SGR)

As regards standardization work performed by the Mining Sector and completed in 2013, implementations of European Standards account for 64% of the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	16	To PN-EN: - Polish	12
PN-ISO, PN-IEC	-		
Homegrown PNs	9		
PDNs	-	Total new published language versions	12
Total new published PNs/PDNs	25		
Total publications			37

Directions of Changes in the Sector in 2013

Representatives of KT 64 Electrical apparatus for potentially explosive atmospheres actively participated in the work of Working Groups CLC/ TC 31 Electrical apparatus for explosive atmospheres - General requirements, developing draft standards: EN 60079-29 concerning gas detectors in explosive atmospheres and EN 50402, concerning electrical apparatus for the detection and measurement of combustible or toxic gases. These are essential standards which contribute to improved safety in industrial installations, commercial buildings and public spaces where the hazard of combustible or toxic gas leaks may occur.

Work in the Sector mainly focused on the development of Polish homegrown standards and Polish language versions of PNs upon request. In 2013, just as in previous years, the level of external funding for these works remained very high.

KT 31 Petroleum and natural gas mining developed Polish language versions of PN-EN ISO 15156-1:2010, PN-EN ISO 15156-2:2010 and PN-EN ISO 15156-3: 2010,

which include requirements for materials for use in H2S-containing environments in oil and gas production.

Among the documents developed by KT 227 Surface mining it is worth mentioning PN-G-02100:2013-12 Surface mining - Hazard zone and protection zone of surface mines - Use and width, which is essential not only for the mining industry, as it specifies the method of determining the location of permanent structures in the vicinity of surface mines in relation to spatial development plans.

KT 275 Natural hazards in mining developed PN-G-44200:2013-10 Mining - Determination of methane content in hard coal deposits - Cuttings analysis method. It is an essential standard for underground coal mining, enabling a classification of coal seams in terms of their methane hazard. Another key standard for hard coal mining is the amended PN-G-09009:2013-12 Mining maps - Arbitrary ventilation signs, developed in order to align its requirements with the techniques currently used to develop and modify digital maps.

KT 64 Electrical apparatus for potentially explosive atmospheres developed a Polish language version of PN-EN 60079-0:2013-03 Explosive atmospheres - Part 0: Equipment - General requirements. This is a fundamental standard for all electrical apparatuses operating in potentially explosive atmospheres and is connected with Directive 94/9/EC.

KT 144 Coke and other solid formed fuels developed the Polish language version of PN-EN 14588:2011 Solid Biofuels - Terminology, Definitions and Descriptions and PN-EN 14780:2011 Solid Biofuels - Sample Preparation. These are essential standards connected with Directive 2001/77/EC.

An employee of the Sector was actively involved in the work of the Notified Bodies Forum and Support Group for ATEX Directive 94/9/EC on equipment and protective systems intended for use in potentially explosive atmospheres. At the meetings of the Forum in 2013 national positions were developed concerning the

new draft of the ATEX directive and related guidelines. These positions were later presented by representatives of the Ministry of the Economy at the meetings of the ATEX Directive (94/9/EC) Standing Committee and Working Group (ATEX/WG/14/1/08) of the European Commission.

Moreover, employees of the Sector participated in the European Economic Congress as members of the discussion panel on mining. The European Economic Congress is an annual event held in Katowice, Poland, with the participation of representatives of the government, ministries, local government units, the industry and industry support bodies.

Metallurgy Sector (SHT)

As regards standardization work performed by the Metallurgy Sector and completed in 2013, implementations of European Standards account for 98% of the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	97	To PN-EN: - Polish	11
PN-ISO, PN-IEC	-		
Homegrown PNs	2		
PDNs	-	Total new published language versions	11
Total new published PNs/PDNs	99		
Total publications			110

Directions of Changes in the Sector in 2013

Concrete reinforcement steel manufacturers belonging to the Centre for Steel Quality Promotion and collaborating with the Sector within KT 127 Metallurgical stock and steel were actively involved in European work on the amendment of EN 10080:2005 concerning weldable steel for the reinforcement of concrete, related to the mandate of the European Commission. They participated in the meetings of ECISS/TC 104/WG 1 Weldable reinforcing steels and ad-hoc groups. The meetings resulted in arranging and establishing task forces to deal with particular aspects of the future standard on steel for the reinforcement of concrete and in the development of a draft Technical Report on coiled reinforcement rods.

Representatives of members of KT 153 Thin steel sheets were actively involved in the work of ECISS/TC 108 Steel sheet and strip for electrical applications and ECISS/TC 109 Coated and uncoated flat products to be used for cold forming consisting in the development of draft European Standards for electrotechnical steel sheets and steel sheets mainly intended for vehicle bodywork.

Work in the Sector mainly consisted in issuing opinions on draft European and International Standards, implementing European Standards to Polish Standards by endorsement and developing Polish language versions of some PN-ENs mainly related to New Approach Directives.

In KT 301 Foundry, work continued on the development of Polish language versions of harmonised PN-ENs (Directive 2006/42/EC) concerning the safety of machines and equipment used in metal manufacturing. Work performed in this area included the development of a Polish language version of PN-EN 1247+A1:2010 Foundry machinery - Safety requirements for ladles, pouring equipment, centrifugal casting machines, continuous and semi continuous casting machines.

KT 165 Welding and allied processes developed a range of standards by endorsement (including PN-EN ISO 10675-1:2013-12; PN-EN ISO 10675-2:2013-12, PN-EN ISO 17636-1:2013-06, PN-EN ISO 17636-2:201306 and PN-EN ISO 17639:2013-12), concerning destructive and non-destructive testing of welds. It also developed the Polish language version of PN-EN ISO 13585:2012 Brazing - Qualification test of brazers and brazing operators.

KT 219 Hard non-ferrous metals developed Polish language versions of harmonised standards (Directive 97/23/EC) PN-EN 12451:2012 Copper and Copper Alloys - Seamless, Round Tubes for Heat Exchangers and PN-EN 12452:2012 Copper and Copper Alloys - Rolled, Finned, Seamless Tubes For Heat Exchangers.

KT 106 Corrosion and protection of metallic materials against corrosion continued working on the development and implementation of standards on metal and inorganic coatings to the collection of Polish standards. It developed PN-EN ISO 27830:2013-12 Metal and other inorganic coatings - Guidelines for specifying metallic and inorganic coatings by endorsement.

Employees of the Sector were involved in the promotion of standardization work by collaborating with industry technical and scientific journals, such as *Hutnik - Wiadomości Hutnicze* and *Rudy i Metale Nieżelazne*, encouraging the scientific community and the industry to take active part in the development of the standards. Both journals feature up-to-date information on new standards applicable to the steel and non-ferrous metals industry.

In May 2013, employees of the Sector took part in the metallurgy panel at the European Economic Congress. The European Economic Congress is an annual event held in Katowice, Poland, with the participation of representatives of the government, ministries, local government units, the industry and entities supporting both Polish and foreign industry.

Logistics, Transport and Packaging Sector (SLT)

As regards standardization work performed by the Logistics, Transport and Packaging Sector and completed in 2013, implementations of European Standards account for 100% of all the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	141	To PN-EN: - Polish	14
PN-ISO, PN-IEC	-		
Homegrown PNs	-		
PDNs	-	Total new published language versions	14
Total new published PNs/PDNs	141		
Total publications		155	

Directions of Changes in the Sector in 2013

Standardization work in the Sector revolved around space engineering, space project management, astronaut product safety (CEN/CLC/ TC 5 Space), rail industry (CEN/TC 256 Railway applications), tanks for transport of dangerous goods (CEN/TC 296 Tanks for transport of dangerous goods), road transport and electronic toll collection (CEN/TC 278 Road transport and traffic telematics), road vehicles (CEN/TC 301 Electrically propelled road vehicles) and safety requirements for passenger transportation by rope (CEN/TC 242 Safety requirements for passenger transportation by rope).

2013 saw increased interest in standardization work applicable to the railway industry, as well as road vehicles and transport. This is confirmed by the growing number of members of KT 138 Railway applications and KT 17 Road vehicles and road transport.

Meetings of ISO/TC 96 Cranes, its nine Subcommittees and three working groups were held in June 2013 in Warsaw. Meetings of the Subcommittees and Working Groups were held at the seat of PKN, while the plenary session was hosted by the Faculty of

Automotive and Construction Machinery Engineering of Warsaw University of Technology. Representatives of fifteen countries attended the event, with the active participation of: Australia, China, Finland, France, Germany, Norway, Japan, Poland, Russia, South Korea, South Africa, Sweden, Great Britain, USA and Malaysia.

An employee of SLT attended a meeting of the Baltic Standards Forum held in September 2013 in Latvia.

In 2013, there was clear interest in the work of Polish experts in the Working Groups established within CEN technical committees. New delegates were appointed to work in CEN/TC 256/SC 2/WG 11 Wheels - Wheel-sets, CEN/TC 354/WG 2 AllTerrain vehicles and CEN/SABE/ENV Team Environmental Monitoring Strategy Team.

In 2013 SLT employees participated in the work of Working Groups in National Consultation Forums (KFK) for cranes and lifting machines as part of the Technical Safety Centre (CBT). The CBT was established and organised on the initiative of the Office of Technical Inspection, Warsaw University of Technology and Chief Technical Organization under the patronage of the Ministry of the Economy. Issues related to the purchase of equipment were discussed during the plenary session under the title: „What the buyer, importer and

distributor should know." A description of accidents involving lift trucks was presented. The safety of use of passenger lifts was also addressed. Discussions held as part of the Forums touched upon such themes as uniform interpretation of the provisions of directives and ongoing work of Working Groups of the European Commission and the European Forum of Notified Bodies. Moreover, the following themes were discussed:

KFKM Industry Theme - presentation of a report on the work of the European Commission Working Group (MACHINES) and standardization changes, a report on the work of Vertical Groups 8 and 9 Coordination of Notified Bodies to Directive 2006/42/EC, discussion of the system of technical performance testing for equipment intended for pesticide application in Poland - changes resulting from the implementation on Directive 2009/128/EC and supplements to Machine Directive 2006/42/EC on sprayers, and partial presentation of

works conducted by the Central Institute for Labour Protection - National Research Institute (CIOP-PIB) with respect to preventing machine operation accidents.

National Consultation Forum for Cranes - presentation of a report on the progress of the work performed by the European Commission Working Group and on the status of standardization (CRANES), as well as a report on the work of the Notified Bodies Forum of the European Commission (CRANES). Other themes included safe use of lifts with small-diameter ropes, safe and comfortable use of passenger lifts, cooperation of people responsible for construction work and lift installers (Directive 95/16/EC) and new solutions in the management of passenger lift maintenance.

Machinery and Engineering Sector (SMC)

As regards standardization work performed by the Machinery and Engineering Sector and completed in 2013, implementations of European Standards account for 98.8% of the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	163	To PN-EN: - Polish	22
PN-ISO, PN-IEC	2		
Homegrown PNs	-		
PDNs	-		
Total new published PNs/PDNs	165	Total new published language versions	22
Total publications		187	

Directions of Changes in the Sector in 2013

International cooperation of KT 240 Plastic and rubber-working machines was extended to include cooperation with ISO/TC 270 Plastic and rubber machines.

New experts were appointed to work with CEN/TC 46 Fireplaces for liquid fuels, CEN/TC 337/WG1 Winter service equipment and products and CEN/TC106/WG 1 Large kitchen appliances using gaseous fuels - Security, all of whom were actively involved in standardization work on the European level.

In 2013, just as in previous years, employees of the Sector participated in the work of working groups in the National Consultation Forums for machines, pressure and power generation equipment as part of the Technical Safety Centre (CBT).

In June 2013, an employee of the Sector was invited by Daikin Europe N. V. and its subsidiary Daikin Airconditioning Poland Sp. z o.o. to a conference held in Belgium. The main objective of the meetings was to discuss the progress of work on selected draft CEN, ISO and IEC standards concerning air-conditioning devices, heat pumps and refrigerants, as well as to present the positions of the invited representatives of national standardization bodies. The aforementioned draft standards are at different stages of the amendment procedure. Conference participants included delegates from Austria, Bulgaria, Croatia, the Czech Republic, Poland and Serbia, as well as employees of national branches of Daikin group.

In September, an employee of the Sector attended the Baltic Standards Forum held in Latvia.

Just as in previous years, Polish Standards were developed as part of work on request in the working area of KT 277 Gas Engineering. In 2013, Polish language versions of standards dealing with gas fuel appliances, natural gas analyses, gas infrastructure and gas meters were prepared for approval.

The following standards are especially worth emphasizing: PN-ISO 17089-1:2013-05 Measurement

of fluid flow in closed conduits - Ultrasonic meters for gas - Part 1: Meters for custody transfer and allocation measurement, which may be used to measure the flow of almost all types of gas and PN-EN ISO 28460:2011 Petroleum and natural gas industries - Installation and equipment for liquefied natural gas - Ship-to-shore interface and port operations. The standard applies to the construction of the LNG terminal in Świnoujście, which will improve the country's energy security.

KT 16 Tractors and machinery for forestry prepared for approval the English language version of PN-EN ISO 4254-1:2013-08 Agricultural machinery - Safety - Part 1: General requirements. This standard is essential for manufacturers of all mobile agricultural machines, as it is referred to in almost all declarations of conformity.

KT 16 also prepared three parts of PN-EN ISO 16119 Agricultural and forestry machines - Environmental requirements for sprayers.

- Part 1: General;
- Part 2: Horizontal boom sprayers;
- Part 3: Sprayers for bush and tree crops.

KT 48 Machine design fundamentals concluded work on the Polish language version of two parts of PN-EN ISO 10360 Geometrical product specifications (GPS) - Acceptance and reverification tests for coordinate measuring systems (CMS).

- Part 2: CMMs used for measuring linear dimensions;
- Part 5: CMMs using single and multiple stylus contacting probing systems.

Nanotechnology and Innovation Sector (SNI)

No Polish Standards were developed in this Standardization Sector in 2013.

Directions of Changes in the Sector in 2013

The scope of the Sector's work covers the working area of CEN/TC 352 Nanotechnologies and ISO/TC 229 Nanotechnologies. A Polish expert is actively involved in the work of both of these TCs.

Nanotechnology is a rapidly developing area of technology and Polish entities have been involved in relevant programmes funded by the EU, but at the same time there are no entities interested in funding the development of Polish language versions of standards and standardization deliverables in this area.

In May 2013, the seat of the National Contact Point for EU Research Programmes hosted an event entitled: „Nanotechnologies in HORIZON 2020”, attended by employees of the Sector and representatives of

members of KT 314 Nanotechnologies. The meeting was organised in order to present to a selected group of experts the progress in the preparation of suggested themes to be included in the nanotechnology work programme for the new HORIZON 2020 (2014-2020) research and innovation framework programme, which might result in the development of standards and other standardization deliverables.

The focus area of the Sector also covers the themes dealt with by IEC/TC 113 Nanotechnology standardization for electrical and electronics products and systems and ISO/TC 266 Biomimetics. In both of these committees, PKN is present as an observer.

Defence and Public Security Sector (SOB)

As regards standardization work performed by the Defence and Public Security Sector and completed in 2013, implementations of European Standards account for 100% of all the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	39	To PN-EN: - Polish	2
PN-ISO, PN-IEC	-		
Homegrown PNs	-		
PDNs	-		
Total new published PNs/PDNs	39	Total new published language versions	2
Total publications		41	

Directions of Changes in the Sector in 2013

In 2013, the Technical Bodies working with the Sector were actively involved in European standardization work, which was reflected in PKN's organisation of meetings of the working bodies of European standardization organisations.

In May, the first meeting was organised for the international working group of Project Committee CEN/TC 419 Forensic science processes and representatives of the Central Police Forensic Laboratory, which runs the TC's Secretariat. A schedule of future meetings was set, the group's work organisation was determined and discussions were held concerning the working document of the first standard under development which will specify the requirements for the correct crime scene analysis, material evidence and prints handling and supervision. At the same time, work at the national level was started in the Sector in order to establish a Project Committee in this area.

In June, a meeting of Working Group CEN/TC 72/WG 15 Fire detection and fire alarm systems was held, focusing on the amendment of EN 54-21:2006 concerning alarm transmission and fault warning routing. The WG is chaired by a Polish expert.

An expert from Poland participated in the meeting of Working Group CLC/TC 79/WG 5 Alarm systems, which develops fundamental standards dealing with alarm transmission systems and equipment. The group worked on a draft Technical Specification including recommendations for the planning, design, installation and maintenance of alarm transmission systems.

Polish experts collaborating with KZ 501 Services for fire safety and security systems actively participate in the plenary sessions of CEN/CENELEC/TC 4 Services for fire safety and security services as well as in ad-hoc group meetings, which make part of intensive work on the development of a draft basic standard applicable to the entire technical security market.

KT 264 Fire alarm systems developed Polish language versions of two standards crucial for the community interested in fire signalling systems:

PN-EN 54-1:2011 Fire detection and fire alarm systems
- Part 1: PN-EN 54-24:2008 Fire detection and fire alarm systems - Part 24: Components of voice alarm systems
- Loudspeakers.

KT 244 Equipment for fire protection, rescue and fire fighting works on an amendment of Polish homegrown standards essential for the fire protection community. The amendment applies to a Polish Standard on fire equipment used by fire protection units for rescue and firefighting operations. The KT concluded work on Polish language versions of PN-EN 671 series - Fixed firefighting systems - Hose systems:

- Part 1: Hose reels with semi-rigid hose;
- Part 2: Hose systems with lay flat hose.

As part of the work carried out by KT 177 Design and manufacturing of armament and material, a Polish language version was developed for PN-EN 61996-2:2009 Maritime navigation and radiocommunication equipment and systems - Shipborne voyage data recorder (VDR) - Part 2: Simplified voyage data recorder (S-VDR) - Performance requirements, methods of testing and required test results.

The Sector continues its cooperation with the Standardization Service of the Minister for National Defence, in relation to which in 2013 an employee of the Sector delivered a talk entitled „Civil and military cooperation within the framework of the standardization system in Poland” at the meeting of the Weimar Triangle countries, the USA and the UK on „Operational, material and technical standardization and relevant cooperation between NATO and the EU”. The event provided an opportunity to exchange experience on operational, material and technical standardization work both on the national level and within the EU and NATO, including cooperation between these organisations. The rules adopted in the UE and NATO have a significant impact on the cooperation between national standardization bodies and institutions responsible for defence standardization in defence ministries.

An employee of the Sector delivered a talk entitled „The national standardization system and defence issues” at the meeting of representatives for quality

and codification of the Ministries of Defence of Poland, the Czech Republic, Slovakia and Hungary.

As part national cooperation in Poland governed by legislation which has been valid for several years, KT 176 Military technology and supplies develops homegrown standards according to European and international rules, as well as Defence Standards strictly for the Ministry of Defence, in accordance with the principles valid at the Ministry. As part of this collaboration, employees of the Sector assign numbers and maintain databases of Defence Standards.

In 2013, numbers were assigned to 13 Defence Standards and 4 Defence Standardization Manuals. Work on the amendment of PN-V-02000:2002 Codification of defence products - General requirements was also started.

In 2013, Employees of the Sector were on many occasions actively involved in promotional and training activities aimed to present the directions

and status of standardization in such areas as public safety, crisis management and the protection of people and property, undertaken as part of standardization work of international and European organisations. Special attention was paid to the latest standards and standardization deliverables in the aforementioned area, as well as documents still in the pipeline. Employees of the Sector delivered the following talks:

- „Public Security Monitoring in International and European Standards” at the 5th POLISH MONITORING SEMINAR AND FORUM held under the title: “Current normative aspects and technical trends in facility security monitoring”,
- „Standardization in defence and public security” at the conference entitled: “Standardization, quality and codification in the aspect of the state’s economic and defence preparations” held at the National Defence Academy.

Consumer Products Sector (SPU)

As regards standardization work performed by the Consumer Products Sector and completed in 2013, implementations of European Standards account for 100% of all the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	84	To PN-EN: - Polish	3
PN-ISO, PN-IEC	-		
Homegrown PNs	-		
PDNs	-		
Total new published PNs/PDNs	84	Total new published language versions	3
Total publications			87

Directions of Changes in the Sector in 2013

In 2013, there was a growing interest in direct participation in international and European work. 2 experts took part in the meetings of ISO/ TC and 9 experts in CEN/ TC and WG sessions.

Experts from KR 2 Sports and recreation were especially actively involved in the work of CEN/TC 402 Private family swimming pools and related materials/ equipment and accessories, including ongoing development of new standards for home swimming pools (EN 16582 series). Other novelties include the beginning of standardization work on gravitational slides in ISO/ TC 83 Sports and recreational equipment and Parkour equipment in CEN/TC 136 Sports, playground and other recreational equipment.

An important highlight of the work conducted by CEN/TC 189 Geosynthetics was the publication of 6 standards determining the application and properties of geosynthetic barriers which support the enforcement of Directive 2006/118/EC on the protection of groundwater against pollution and deterioration.

A representative of a member of KT 142 Geosynthetics was appointed as an expert for various Working Groups in CEN/TC 189 and ISO/TC 221.

KT 239 Jewellery focused on the development of homegrown standard PN-M-17008 Amber - Classification and testing.

KT 2 Sports and Recreation is involved in the development of prPN-pEN 16630 Permanently installed outdoor fitness equipment - Safety requirements and test methods.

CEN/TC 52 Safety of toys is working on an amendment of standards from the EN 71 series concerning the safety of toys. The amendments result from progress made in the evaluation of hazards for children and the development of testing methods. Such frequent amendments make it impossible for KT 237 to undertake work on the development of Polish language versions of standards from this series as requested by stakeholders. 2013 saw the publication of another part of PN EN 71-12:2013-09 Safety of toys - Part 12: N-Nitrosamines and N-nitrosatable substances.

Other significant standards include PN-EN 14602:2013-02 Footwear - Test methods for the

assessment of ecological criteria and PN-EN 16223:2013-05 Leather - Requirements for the designation and description of leather in upholstery and automotive interior applications.

A Polish language version was published for: PN-EN 13795+A1:2013-06 Surgical drapes, gowns and clean air suits, used as medical devices for patients, clinical staff and equipment - General requirements for manufacturers, processors and products, test methods, performance requirements and performance levels.

2013 turned out to be a breakthrough year for PN-EN 3758:2012 Textiles - Care labelling code using symbols. A Polish language version of the standard, long awaited by manufacturers and consumers, was published.

Responding to the growing interest in standardization among toy manufacturers, a meeting with representatives of the Association of the Toys Industry and Children's Products was organised in the Sector. The meeting provided a good opportunity to discuss the progress of work undertaken in KT 237 Articles for Babies and Young Children and Safety of Toys, including the principles of funding of standardization work and the opportunities and advantages related to KT membership. This should result in active participation of toy manufacturers in standardization work.

Employees of the Sector participated in conferences, seminars and other events related to the themes addressed in the Sector. An important highlight was the symposium entitled "Through recreation to integration" and the training presentation entitled "Investing in a safe playground and its maintenance" organised as part of the Playground Trade Fair in Sosnowiec for playground suppliers. During the seminar, a KT 2 consultant discussed the standardization achievements in this area and the ongoing work in CEN/TC 136.

Employees of the Sector also participated in conferences on footwear design (KT 20 Leather and footwear) and the accountability of the clothing industry (KT 22 Clothing).

An employee of the Sector participated in the organisation of a meeting with specialists from Azerbaijan, who were hosted by members of KT 100 in Poznań and Wieruszów. They had the opportunity to

learn more about the manufacturing of furniture and the use of standards in the furniture industry.

As part of legislative work related to standardization, an employee of the Sector is engaged in the work of the Support Group for the Directive on the Safety of Toys at the Ministry of the Economy.

An agreement between PKN and the Ministry of Education as part of the government programme „A safe and friendly school” enabled employees of the Sector to prepare such articles as: „A skateboard at school? That’s it!”, „The safety of children at school”, „Goals” and „Sport surfaces”, which were published on the website of the Ministry of Education.

Food, Agriculture and Forestry Sector (SRZ)

As regards standardization work performed by the Food, Agriculture and Forestry Sector and completed in 2013, implementations of European Standards account for 88.2% of the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	30	To PN-EN: - Polish	2
PN-ISO, PN-IEC	4		
Homegrown PNs	-		
PDNs	-		
Total new published PNs/PDNs	34	Total new published language versions	2
Total publications		36	

Directions of Changes in the Sector in 2013

The scope of international cooperation of the Sector was extended to include ISO/PC 287 Chain of custody of forest-based products - Requirements and that of regional cooperation was extended to include CEN/TC 425 Project Committee - Halal Food. As a result, the substantive scope and international cooperation of KT 181 Forestry was extended to include issues related to the supply chain of products containing forest resources. Halal food remains within the remit of the SRZ Sector Council.

The working area of KT 93 was extended to include issues related to poultry and eggs, which prior to the changes was within the remit of the SRZ Sector Council. This resulted in the change of the name and scope of the KT. The name of the KT was changed to KT 93 Meat, Eggs and Processed Products.

KT 39 Tobacco and tobacco products is actively involved in the work of ISO/TC 126 Tobacco and tobacco products. This was confirmed by the presence of representatives of KT 39 members at the plenary

session held in October in Turkey. Meetings of two Subcommittees, i.e. ISO/TC 126/SC 1 Physical and dimensional tests and ISO/TC 126/SC 2 Leaf tobacco were held simultaneously. At the meeting, a decision was taken to modify the activity scope of ISO/TC 126 to include products manufactured or derived from tobacco intended for consumption or to be used in a similar way. Three Working Groups were also established: WG 12 Bidis, WG 13 Nicotine purity (in this group our representatives announced their active involvement, which was confirmed by appointing an expert) and WG 14 Benzo[a] pyrene in cigarette mainstream smoke.

KT 36 Cereals and cereal products is engaged in the work of ISO/TC 34/SC 4 Cereals and pulses, with Polish experts delegated to work with WG 6 Pulses and WG 7 Maize of the SC.

In 2013, the number of standardization themes developed upon request increased significantly, especially in KT 35 Milk and Milk Products, KT 40 Animal Feeding Stuffs, KT 36 Cereals and Cereal Products and KT 229 Coffee, Tea and Cocoa.

KT 35 Milk and milk products developed three parts of a standard concerning sensorial analysis of milk and milk products, which was long expected by stakeholder communities:

- PN-ISO 22935-1:2013-05 Milk and milk products - Sensory analysis - Part 1: General guidance for the recruitment, selection, training and monitoring of assessors;
- PN-ISO 22935-2:2013-07 Milk and milk products - Sensory analysis - Part 2: Recommended methods for sensory evaluation;
- PN-ISO 22935-3:2013-07 Milk and milk products - Sensory analysis - Part 3: Guidance on a method for evaluation of compliance with product specifications for sensory properties by scoring.

KT 235 Food Analysis developed Polish language versions of standards concerning the safety of a special group of people - babies and young children:

- PN-EN 15850:2010 Foodstuffs - Determination of zearalenone in maize based baby food, barley flour, maize flour, polenta, wheat flour and cereal based foods for infants and young children - HPLC method with immunoaffinity column clean-up and fluorescence detection,
- PN-EN 15891:2010 Foodstuffs - Determination of deoxynivalenol in cereals, cereal products and cereal based foods for infants and young children - HPLC method with immunoaffinity column clean-up and UV detection.

KT 310 Management systems for food safety developed an English language version of PN-EN 16104:2013-06 Food data - Structure and interchange format.

Employees of the Sector were involved in the promotion of standardization work by participating in the seminar held at the National Centre for Agricultural Education in Brwinów under the title: „Standardization in agricultural schools - the role and tasks of the Polish Committee for Standardization in vocational training” and delivering a talk entitled: „Standardization in the agri-food industry”. Other examples of the promotion of standardization include the participation of the Sector’s employees in the Seminar entitled „New Challenges in the production of food and animal feed in the EU”, a conference on the „Advances in Biotechnology and Food Production Techniques” and the 22nd „Mleko-Expo 2013” Dairy Trade Fair.

Information Technology and Communication Sector (STI)

As regards standardization work performed by the Information Technology and Communication Sector and completed in 2013, implementations of European Standards account for 100% of all the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	94	To PN-EN: - Polish	21
PN-ISO, PN-IEC	-		
Homegrown PNs	-		
PDNs	-	Total new published language versions	21
Total new published PNs/PDNs	94		
Total publications		115	

Directions of Changes in the Sector in 2013

The scope of international cooperation of KT 173 Interfaces and building electronic systems was extended to include collaboration with ISO/IEC JTC1/SC 39 Sustainability for and by Information Technology.

Experts from KT 173 actively participated in the plenary sessions and work of Working Groups CENELEC/TC 215/WG 3 Facilities and infrastructures and ISO/IEC/JTC 1/SC 25/WG 3 Customer premises cabling and in the „1st World Multi-Conference on Intelligent Building Technologies and Multimedia Management - IBTMM 2013”, where standardization was an important theme, as reflected by such talks as: „The methodology of designing public use buildings to maximise energy efficiency in light of the EPBD Directive and PN-EN 15232” and “The methodology of assessment of the influence of automatics and management systems on the energy efficiency of buildings in light of PN-EN 15232”.

A KT 173 expert also participated in the meetings of the joint CEN/CENELEC SSCC-CG „Smart and sustainable cities and communities coordination

group”. Intelligent and sustainable development of cities is a theme which enjoys considerable interest in the country.

Representatives of members of KT 172 Personal identification, electronic signature and cards and their related systems and operations were actively involved in the work of technical committees of CEN and ETSI, international conferences on the electronic signature, as well as the workshops organised by ETSI and CEN dedicated to the electronic signature and electronic trust services.

A KT 172 expert was engaged in the development of CEN/TS 15480-3 Identification card systems - European Citizen Card - Part 3: European Citizen Card Interoperability using an application interface in CEN/TC 224/WG 15 European citizen card.

A member of KT 172 Unizeto Technologies was the host of a meeting of the ESI (Electronic Signatures and Infrastructures) Technical Committee. The issues discussed at the meeting included the methods of division of technical specifications describing

requirements for certificate profiles (including the qualified certificate profile) and work progress in the Working Groups performing tasks related to the mandate of the European Commission M/460.

The aforementioned member of KT 172, together with the West Pomerania University of Technology in Szczecin, organised the 13th edition of the European Electronic Signature Forum with the European Telecommunications Standards Institute as a substantive partner. Good practices, directions of legislative and standardization changes, as well as modern technologies were discussed at the conference. Other key topics included standards concerning the Trust Status List, which unambiguously implement the mechanism of mutual recognition of Trust Status Lists. This will enable the acknowledgement of certification centres providing trust services outside the European Union and Europe. In the context of the conducted standardization work, workshops provided an opportunity to collect and analyse comments received from market operators who use the products and services related to the electronic signature.

Another important highlight was the 6th Central European Electronic Card Conference organised in Poland under the honorary patronage of PKN. At the conference, which is the most important meeting of the modern technologies and card systems sector in Poland and Central Europe, a representative of KT 172 delivered a talk entitled: "Standardization aspects applicable to identification cards", which presented the standardization track record, strategy, funding and measurable benefits of standardization.

Activity on the international arena is also reflected in the national dimension: work upon request was started to introduce into the collection of Polish Standards, by means of translation, ISO/IEC 7816-1:2011 Identification cards - Integrated circuit cards - Part 1: Cards with contacts - Physical characteristics.

As part of the work undertaken by KT 11 Telecommunication, Polish language versions were prepared for harmonized standards (Directives 2004/108/EC, 95/54/EC and 1999/5/EC):

- PN-EN 50083-2:2012 Cable networks for television signals, sound signals and interactive services

- Part 2: Electromagnetic compatibility for equipment;

- PN-ETSI EN 302 686 V1.1.1:2011 Intelligent Transport Systems (ITS) - Radiocommunications equipment operating in the 63 GHz to 64 GHz frequency band - Harmonized EN covering the essential requirements of article 3.2 of the R&TTE Directive;
- PN-ETSI EN 302 774 V1.2.1:2012 Broadband Wireless Access Systems (BWA) in the 3 400 MHz to 3 800 MHz frequency band - Base Stations - Harmonized EN covering the essential requirements of article 3.2 of the R&TTE Directive.

KT 104 Electromagnetic compatibility concluded work on the Polish language versions of harmonised standards (Directive 2004/108/EC):

- PN-EN 55016-1-4:2010 Specification for radio disturbance and immunity measuring apparatus and methods - Part 1-4: Radio disturbance and immunity measuring apparatus - Antennas and test sites for radiated disturbance measurements;
- PN-EN 55016-2-2:2011 Specification for radio disturbance and immunity measuring apparatus and methods - Part 2-2: Methods of measurements of disturbances and immunity - Measurement of disturbance power;
- PN-EN 55016-2-3:2010 Specification for radio disturbance and immunity measuring apparatus and methods - Part 2-3: Methods of measurements of disturbances and immunity - Radial disturbance measurements;
- PN-EN 55016-4-2:2011 Specification for radio disturbance and immunity measuring apparatus and methods - Part 4-2: Uncertainties, statistics and limit modelling - Uncertainty of measurement instrumentation.

As part of national work, KT 302 Using of informatics in the health protection prepared Polish language versions of a series of standards of crucial importance for the healthcare community: PN-EN ISO 11073-10404:2011, PN-EN ISO 11073-10407:2011, PN-EN ISO 11073-10408:2011 and PN-EN ISO 11073-10417:2011, which include

a normative definition of communication between personal health devices (thermometers, pulse oximeters, blood pressure monitors, glucose meters) and digital devices (e.g. mobile phones, personal

computers, personal medical equipment and STBs) so as to ensure their plug-and-play readiness and interoperability.

Services Sector (SUS)

As regards standardization work performed by the Services Sector and completed in 2013, implementations of European Standards account for 100% of all the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	5	To PN-EN: - Polish	1
PN-ISO, PN-IEC	-		
Homegrown PNs	-		
PDNs	-		
Total new published PNs/PDNs	5	Total new published language versions	1
Total publications			6

Directions of Changes in the Sector in 2013

In April 2013, due to the progressing standardization work in ISO/TC 267 Facilities management, Project Committee 503 was transformed into Technical Committee 315 Facility Management.

KZ 500 Indoor Sun Exposure Services was conducting standardization work concerning new draft standards, including:

- prPN-prEN 16489-2 Professional indoor UV exposure services. Part 2: Required qualification and competence of the indoor sun exposure consultant,
- prPN-prEN 16489-3 Professional indoor UV exposure services. Part 3: Requirements for the provision of services.

KT 313 Pest control services worked on draft standard prPN-prEN 16636 Pest management services - Requirements and competences.

The SUS SC conducted standardization work concerning draft standard prPN-prEN 16686 Osteopathic healthcare provision.

Employees of the Sector were involved in the popularisation of standardization work by taking part in seminars held to discuss draft European Standard concerning the requirements and competences of pest control services and in the promotion of the PN-EN 15221 Facility Management series of standards.

The February issue of *Wiadomości PKN* featured an article on hybrid post by a representative of a KT 259 member.

In December, a Polish language version of PN-EN 15733:2010 Services of real estate agents -

Requirements for the provision of services of real estate agents was published, after being developed as part of work on request.

Basic Problems and Management Systems Sector (SZP)

As regards standardization work performed by the Basic Problems and Management Systems Sector and completed in 2013, implementations of European Standards account for 100% of all the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	57	To PN-EN: - Polish	1
PN-ISO, PN-IEC	-		
Homegrown PNs	-		
PDNs	-	Total new published language versions	1
Total new published PNs/PDNs	57		
Total publications			58

Directions of Changes in the Sector in 2013

KT 6 Management systems extended the scope of its international cooperation to include working with ISO/PC 278 Anti-bribery management system - Requirements.

KT 270 Environmental management started working with ISO/PC 271 Compliance management systems.

KT 305 Social responsibility extended the scope of its international cooperation to include working with ISO/PC 277 Sustainable purchasing.

KT 276 Occupational safety and hygiene management started collaborating with ISO/PC 283 Occupational

health and safety management systems - Requirements. The first meeting of ISO/PC 283 was held in October in Great Britain, with a Polish expert in attendance.

KT 242 Information and documentation changed the form of its cooperation with ISO/TC 46/SC 10 Requirements for document storage and conditions for preservation, becoming an active participant. SC 10 was reactivated after many years. An expert from the Chief Directorate for State Archives was delegated to take part in SC 10 sessions.

Experts delegated by Technical Committees participated in various events and international projects.

In the context of the UN Climate Summit held in

Warsaw, „ISO/TS 14067 Workshop” was organised in November at PKN. The principal focus of the event was Technical Specification ISO/TS 14067:2013 Greenhouse gases - Carbon footprint of products - Requirements and guidelines for quantification and communication, which sets forth the principles, requirements and guidelines concerning the quantification and communication of the carbon footprint of goods. Participants of the event included foreign guests, as well as a representative of the Polish ISO 14000 Forum Club Association (who presented the operations of the Association), as well as representatives of KT 270 Environmental Management.

Head of KT 256 Terminology, other linguistic resources and content management was delegated to the meeting of ISO/TC 37 Terminology and other language and content resources, including all SCs, in June 2013 in South Africa. She took part in the sessions of ISO/TC 37/SC 5 Translation, interpreting and related technology, which included discussions on such topics as draft ISO/DIS 17100 Translation services - Requirements for translation services (which was simultaneously being addressed at CEN and is intended to replace PN-EN 15038:2006 Translation services - Service requirements). Expectations are high as regards this draft, as it will affect the market of translation services.

Polish experts participated in the work of Working Groups dealing with an amendment of ISO 14001 (meetings of ISO/TC 207/SC 1/WG 5 Requirements with guidance for use in February in Sweden and in June in Botswana) and the development of the new ISO 14034 Environmental management - Environmental technology verification (ETV) and performance evaluation (a meeting of ISO/TC 207/SC 4/WG 5 Environmental Technology Verification in June in Botswana).

As regards management systems, which enjoy the greatest interest among all the themes addressed in the Sector, 2013 saw the continuation of work on the next amendment of the fundamental standards ISO 9001 and ISO 14001.

The standards are being developed in accordance with the joint vision of ISO/TMB/JTCG “Joint Technical Coordination Group on MSS”, which aims to standardize all management system standards containing

requirements. The results of the work performed by the group were included in ISO/IEC Directives, Part 1, ISO Supplement, Appendix SL, which specifies a joint uniform structure of new and amended standards for management systems, a High Level Structure and core text, as well as fundamental terms and definitions and headings of subsections.

As regards the work of KT 6 Management systems, the English language versions of the following standards were published: PN-EN 15224:2013-04 Health care services - Quality management systems - Requirements based on EN ISO 9001:2008 and PN-EN ISO/IEC 17065:2013-03 Conformity assessment - Requirements for bodies certifying products, processes and services. The KT also developed the Polish language version of PN-EN ISO/IEC 17020:2012 Conformity assessment - Requirements for the operation of various types of bodies performing inspection.

KT 270 Environmental management developed a Polish language version of Technical Specification PKN-ISO/IEC TS 17021-2 Conformity assessment - Requirements for bodies providing audit and certification of management systems - Part 2: Competence requirements for auditing and certification of environmental management systems. An English language version was developed of PN-EN ISO 14065:2013-07 Greenhouse gases - Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition. The standard replaced PN-EN ISO 14065:2012.

KT 158 Safety of machinery and technical equipment and agronomics – general problems developed Polish language versions of harmonized standards PN-EN ISO 7730:2006 Ergonomics of the thermal environment - Analytical determination and interpretation of thermal comfort using calculation of the PMV and PPD indices and local thermal comfort criteria and PN-EN ISO 11079:2008 Ergonomics of the thermal environment - Determination and interpretation of cold stress when using required clothing insulation (IREQ) and local cooling effects.

KT 257 General metrology developed an English language version of a series of standards belonging to multi-part standard PN-EN ISO 80000 Quantities and units. Parts 1-5 and 9-12 apply to mathematical signs and symbols for use in life science and technology, mechanics, thermodynamics, physical chemistry, molecular physics, atomic physics and the physics of solids.

Employees of the Sector were involved in the promotion of standardization work by delivering presentations and talks at the seminars of the Polish ISO 9000 Forum Club: „Quality - New Challenges” and

„Perfecting the Auditing Process” at the 15th EuroLab Trade Fair during a meeting with representatives of the Institute for Education Research at PKN.

An employee of the Sector and Head of KT 6 Management systems prepared articles for publication in *Wiadomości PKN*, highlighting work on basic standards: „ISO 19011:2011 Guidelines for auditing management systems - key changes”, „News about management systems and conformity assessment” and „What will the new ISO 9001 be like?”.

Health, Environment and Medicine Sector (SZŚ)

As regards standardization work performed by the Health, Environment and Medicine Sector and completed in 2013, implementations of European Standards account for 90.8% of the Polish Standards published in the Sector.

NUMBER OF POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2013

Newly published PNs/PDNs		Other language versions	
PN-EN	108	To PN-EN: - Polish	10
PN-ISO, PN-IEC	-		
Homegrown PNs	11		
PDNs	-	Total new published language versions	10
Total new published PNs/PDNs	119		
Total publications			129

Directions of Changes in the Sector in 2013

Preparations were started for the establishment of a Technical Committee for Photocatalysis. It will be a counterpart of the European CEN/TC 386 Photocatalysis. Its scope of work will include the principal methods of research and analysis applied in various areas where photocatalysis is used, such as the purification of air and water, self-cleaning (concrete, cement, paint, glass, ceramics, textiles, etc.) and in medical applications.

KT 21 Personal Protective Equipment started collaborating with CEN/CENELEC/BT/WG 8 Protective textiles and personal protective clothing and equipment and appointed an expert to work in the group.

KT 119 Water quality – general problems extended the scope of its regional collaboration to include CEN/TC 426 Project Committee - Appliances used for water treatment not connected to water supply.

KT 161 Indoor air quality extended the scope of its regional collaboration to include CEN/TC 421 Project Committee - Emission safety of combustible air fresheners.

The SZŚ Sector Council extended the scope of its regional collaboration to include CEN/TC 424 Project Committee - Care services for cleft lip and/or palate.

Polish experts appointed by Technical Committees participated in the work of CEN technical bodies.

Plenary sessions of CEN/TC 292 Characterization of waste and CEN/TC 345 Characterization of soils were held in June 2013 in Switzerland. Head of KT 216 Waste participated in the events. The proceedings focused on ongoing activities, the committees' plans of future work and cooperation with CEN/TC 400 Project Committee - Horizontal standards in the fields of sludge, biowaste and soil. Possible implementation of a new project was discussed, involving standardization in the area of joint geophysical and geochemical methods of testing soil and soil water in order to assess the pollution of problem areas and their control (a talk was delivered by a representative from Poland).

A plenary session of CEN/TC 239 Rescue systems was held in September 2013 in Germany. A representative of a member of KT 284 Mechanical medical equipment, tools and devices was the Polish delegate. The agenda of the meeting included debates on the progress of the amendment of EN 13718-2 Medical vehicles and their equipment - Air ambulances - Part 2: Operational and technical requirements of air ambulances, prepared under a European Commission mandate. Polish experts involved in the works belong to the Working Group and, in coordination with the KT, endorse the position on the minimum dimensions and distances in a rescue helicopter to ensure sufficient working conditions for the medical personnel on board. KT 284 takes part in the amendment of EN 1789 concerning road ambulances.

The Technical Committees developed a range of standards expected by users.

As regards harmonised standards related to medical directives, Polish language versions of the following documents were drafted: PN-EN ISO 14971:2012 Medical devices - Application of risk management to medical devices (KT 247 Medical materials and biomaterials),

PN-EN ISO 20857:2013-05 Sterilization of health care products - Dry heat - Requirements for the development, validation and routine control of a sterilization process for medical devices (KT 295 Sterilization).

KT 300 Medical laboratory tests in vitro continued its work on the implementation of the multi-part standard EN ISO 18113 In vitro diagnostic medical devices - Information supplied by the manufacturer (labelling).

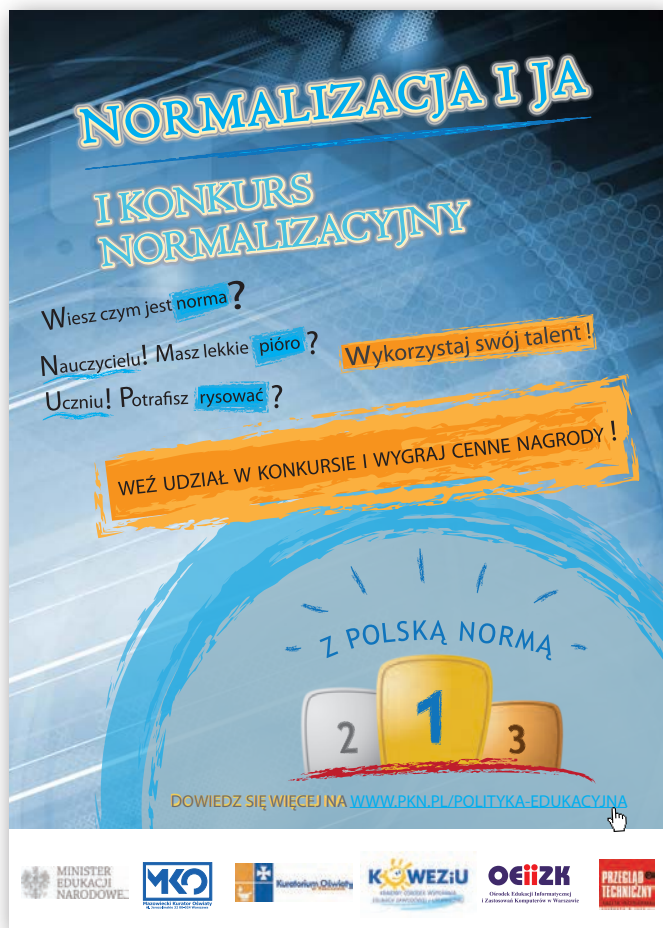
KT 157 Physical hazards in the working environment developed Polish language versions of two standards connected with Directive 2006/42/EC: PN-EN ISO 11203:2010 Acoustics - Noise emitted by machinery and equipment - Determination of emission sound pressure levels at a work station and at other specified positions from the sound power level and PN-EN ISO 3746:2011 Acoustics - Determination of sound power levels and sound energy levels of noise sources using sound pressure - Survey method using an enveloping measurement surface over a reflecting plane.

As regards environmental protection, two important standards were published in English, following their development by KT 280 Air quality: PN-EN 12619:2013-05 Stationary source emissions - Determination of the mass concentration of total gaseous organic carbon - Continuous flame ionisation detector method and PN-EN ISO 16911-1:201307 Stationary source emissions - Manual and automatic determination of velocity and volume flow rate in ducts - Part 1: Manual reference method. The standards constitute a working tool of the Environmental Protection Inspectorate.

Work performed upon request by KT 159 Chemical and aerosol hazards in the working environment enjoys great interest. The KT prepared 11 Polish homegrown standards for approval, covering new analytical methods enabling the measurement of the concentration of substances which are potentially harmful for human health, present in the air in the working environment.



EDUCATION ABOUT STANDARDIZATION

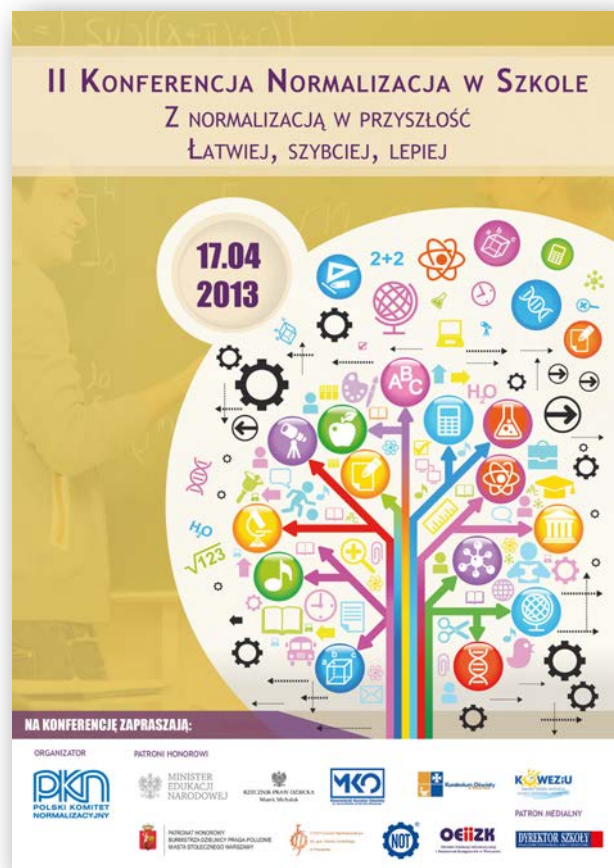


(graphic art) was presented at the CEN and enjoyed great interest among the viewers.

In April, the 2nd „Standardization at School” Conference was held under the title: “With Standardization to the Future. Easier, faster, better”. The following partners assumed honorary patronage over the event: the Minister for National Education, Ombudsman for Children, Chief Education Officers for the Mazovia and Podkarpacie Regions, KOWEziU, OEIIZK, Mayor of the Praga-Południe District of the Capital City of Warsaw and J. Jasiński High School No. 72 in Warsaw. The *Dyrektor Szkoły* monthly was the media partner of the event. Talks were delivered by representatives of secondary schools and education facilities. The conference revolved around the use of standards in the improvement of general and vocational education quality, the application of standardization models to the management of security of personal data and other information processed by schools, making students more aware of the need to protect their personal data and information and to respect copyrights. Participants could also learn about how standards could support the public procurement processes conducted at schools

and discuss interesting themes touched upon in the talks.

As a result of the conference, cooperation was started with the Łódź Teacher Training and Practical Education Centre (ŁCDNiKP). In consequence, in the 2013/2014 school year, a pilot programme of education about standardization was launched in selected secondary



schools in Łódź and PKN received the title of „Education-Friendly Partner” (in the group category) for its merit for disseminating standardization knowledge in education.

In June, ZPE organised a mini-exhibition at the Gala held to review the activities of the coalition established to support the „Safe and Friendly School” project of the Ministry of Education, which PKN actively supported by preparing content to be published on the Ministry’s website.

Other key activities supporting the promotion of education about standardization include:

1. In the field of primary and secondary education:
 - Cooperation with the Centre for the Development of Education (ORE), the National Centre for Agricultural Education (KCER), Warsaw Centre for Education and Public Initiatives, the Ministry of Agriculture and

Rural Development and the Institute for Education Research.

- Development of content promoting education about standardization for the websites of KCER, WCIES, KOWEZIU and an article for the *Dyrektor Szkoły* monthly.
- Support for the school competition about standardization at the Sokołów Małopolski School Complex. With the support of PKN, the competition was transformed into the Regional Standardization Knowledge Competition in the 2013/2014 school year.
- Within the framework of the series entitled „School Meetings with Standardization” a lecture was held for students from Secondary School Complex No. 5 in Łódź and the Gastronomic and Hospitality School Complex in Warsaw.
- Standardization issues in education were presented to the principals and teachers of agricultural schools at a conference organised by KCER, as well as to principals of agricultural schools at a conference organised by the Ministry of Agriculture and Rural Development, to teachers at a conference organised by ORE and to principals of schools based in Łódź at a conference organised by ŁCDNiKP.
- Development of the rules and announcement of the 2nd Nationwide „Standardization and Me” Competition for secondary school students and teachers. Development of the concept of the 3rd Polish „Standardization at School” Conference with the main theme of “Education for the Labour Market”.
- Joining the „School in Motion” project of the Ministry of Education, as a result of which the logo and educational resources prepared by PKN were featured on the Ministry’s dedicated website.
- Preparation of an information brochure on the principles of distribution of standards for education facilities.

2. In the field of higher education:

Presentation of standardization themes at seminars organised at the Faculty of Management of Warsaw University of Technology. Lectures at a conference held at the European College of Economics and IT (they will be included in the School’s publication) and co-

organization with the External Relations Department of a scientific and application conference entitled: „Practical aspects of the application of standards and conformity assessment” at Bogdan Jański Academy in Warsaw.

The series „University Meetings with Standardization” provided an opportunity to share knowledge with students, researchers and lecturers of the Koszalin University of Technology and students of the University of Life Sciences in Warsaw.

Collaboration with other entities: completion of the joint project „Practical Guide to Personal Data Protection” of the General Inspector for Personal Data Protection and PKN to promote the application of standardization in the implementation of legal provisions. The guide may be used by principals of schools and teaching facilities, as well as by the academic community.

In summary: 18 different initiatives were undertaken in the area of promotion of education about standardization (the objective for 2013 was 12 initiatives), which covered all of Poland. New collaboration partners were acquired. At the same time, information included in the Education Zone on PKN’s website was updated on an ongoing basis.



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EXTERNAL RELATIONS

EXTERNAL RELATIONS

International Relations

As part of its international operations, the Polish Committee for Standardization cooperates with international and European standardization organizations and coordinates cooperation in the area of negotiating, signing and executing contracts and bilateral agreements with standardization institutions from other countries.

Fulfilling its tasks resulting from its membership in the following standardization organizations: IEC (International Electrotechnical Commission), ISO (International Organization for Standardization), CEN (European Committee for Standardization), CENELEC (European Committee for Electrotechnical Standardization) and from its status as a national standardization organization for ETSI (European Telecommunications Standards Institute), PKN makes it possible for Polish stakeholders to actively participate in standardization work at the European and international level.

Representatives of PKN represent Polish stakeholders in the management bodies of international and European organizations.

In 2013, PKN's delegates took part in the following meetings of European and international standardization organisations:

77th IEC General Meeting, 36th ISO General Assembly, 41st ETSI/NSO Meeting, 9th Annual CEN-CENELEC Meeting, CEN and CENELEC Extraordinary General Meetings, CEN (CA) Administrative Council Meetings, meetings of CEN and CENELEC Technical Councils (BT), CEN Certification Council and CEN and CENELEC advisory committees for the Administrative Councils Policy and the „BT Efficiency” working group of the CENELEC Technical Council.

Representatives of PKN also participated in the work of joint groups established by European standardization organizations, such as the CEN-CLC-ETSI External Relations Committee, CEN-CLC-ETSI/JWG EaS

„Education about Standardization” and in workshops of the working group of the CEN Administrative Council for management policy and development of the strategy until the year 2020.

Being actively involved in the work of standardization organisations, PKN manages and supervises the management of secretariats of ISO, IEC and CEN technical committees (ISO/TC 98, ISO/TC 98/SC 2, ISO/TC 107/SC 7, IEC/TC 27, CEN/TC 419), as well as CENELEC reporting secretariats (CLC/SR 27 and CLC/SR 90).

A visit of ISO Vice-President for Technical Management at PKN

Elisabeth Stampfl-Blaha, ISO Vice-President for Technical Management and Managing Director of the Austrian Standardization Institute (ASI) visited PKN on 14 March 2013. The meeting provided an opportunity to share experience about the latest changes in PKN and ASI, the impact of EU Regulation 1025/2012 concerning European standardization on the operations of national standardization bodies, as well as about changes to the technical work of ISO.



Elisabeth Stampfl-Blaha with visit in PKN

The second part of the meeting was held at the Central Police Forensic Laboratory. The topics under discussion included potential international aspects of the operations of CEN/TC 419 and the functioning of the European Network of Forensic Science Institutes (ENFSI).

Activities connected with Poland's membership in the European Union

The Standards Committee was established pursuant to Article 22 of EU Regulation 1025/2012 on European standardization. The Committee is tasked with

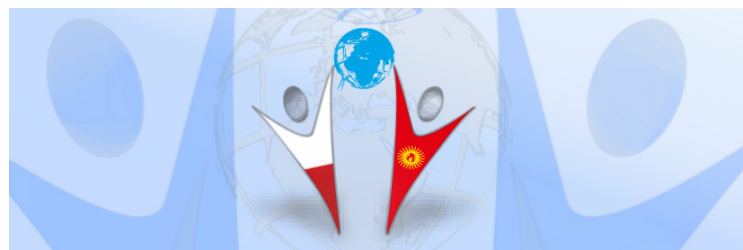
supporting the European Commission in all aspects of the execution of the aforementioned regulation. 3 meetings of the European Commission Standards Committee were held in 2013. A representative of PKN attended them as deputy national delegate - a role fulfilled by a representative of the Ministry of the Economy. 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 execution by the European Commission of the European standardization policy.

Bilateral cooperation

Execution of the project entitled: „PKN’s aid for the Kyrgyz Republic concerning the internationalisation of the activities of Kyrgyz enterprises by the implementation of European Standards in cooperation with the Ministry of Economy and Anti-monopoly Policy of the Kyrgyz Republic”

For the first time, the Polish Committee for Standardization participated in a foreign training project implemented as part of the development cooperation programme of the Polish Ministry of Foreign Affairs.

PKN’s project entitled: “Aid proposal for the Kyrgyz Republic” was approved by the Department for Development Cooperation of the Polish Ministry of Foreign Affairs and qualified for the aid programme



under the name of: „PKN’s aid for the Kyrgyz Republic concerning the internationalisation of the activities of Kyrgyz enterprises by the implementation of European Standards in cooperation with the Ministry of Economy and Anti-monopoly Policy of the Kyrgyz Republic”.

PKN received one hundred sixty-two thousand Polish zlotych as co-financing for the project from the state budget’s targeted reserve administered by the Ministry of Foreign Affairs and allocated for development aid in the years 2013-2015.

The long-term goal of the project was to increase the cooperation potential between the government institutions of the Kyrgyz Republic and the European Union institutions, as well as to provide support to Kyrgyz enterprises in order to enable them to enter European and international markets on their own. The Kyrgyz partner was provided with the knowledge and skills necessary for independent introduction (implementation) and application of European Standards in the Kyrgyz Republic.

The direct goal was to train Kyrgyz experts to independently implement European Standards and technical provisions and to conduct work related to the harmonization of national standards with European



and International ones. To that end, training activities were prepared with emphasis on the principles and requirements of the European standardization system and conformity assessment, aimed at manufacturers and exporters from outside the European Union.

The implementation of the project started on 14 May 2013 (following the decision of the Minister of Finance to allocate relevant funding) and it was concluded on 31 December 2013. A series of training sessions were held focusing on topics chosen to fit the needs of the Kyrgyz participants and documentation specified in the project. The training sessions focused on the harmonization of national standards with European and International Standards (including standardization work procedures), the functioning of the Single European Market and technical provisions related to free trade, the application of European regulations to construction products, as well as the implementation and application of the Eurocodes in the construction industry, ISO 22000 standards and the principles of implementation of HACCP (risk analysis and critical control points) in food trade.

All training sessions (in the form of lectures and presentations) were delivered by Polish engineers and experts in the aforementioned fields with significant research and professional achievements, including long-standing collaborators of PKN as well as former or current Chairmen of Technical Committees. A total of 149 people (one-third more than assumed at the preparation stage) were trained, including 58 administration employees and 91 entrepreneurs. Training participants acquired unique knowledge of selected themes. The training resources they received during the lectures may be used in their own work or to train other people.

The entire training programme envisaged within the project was executed with spending at a lower level than previously assumed. The Polish Ministry of Foreign Affairs approved the project execution report.

Training seminar for Armenian specialists concerning European solutions in the area of the safety of toys (December 2013).

On 17 December 2013, PKN hosted a training

seminar for Armenian experts interested in European standardization and legal solutions related to the safety of toys. The seminar made part of a week-long study visit to Poland organised and funded by the European Commission's Directorate General for Enlargement through TAIEX (Technical Assistance and Information Exchange Instrument) upon the request of the Armenian Ministry of the Economy.



During the meeting at PKN, delegates of the Armenian Ministry of the Economy learned about the Polish standardization system, regulations concerning the safety of toys used in Poland and in Europe (existing standards and Directive 2009/48/EC), as well as the tasks of Technical Committee 237 Articles for Babies and Young Children and Safety of Toys. They also found out about the principles applicable to the provision and sale of standards and standardization deliverables in Europe and in international standardization organisations.

A study visit of experts from Azerbaijan

As part of the execution of the agreement with the National Committee for Standardization, Metrology and Patents of the Republic of Azerbaijan (AZSTAND), a study visit was organised for members of the Azerbaijani technical committee (TC 14 Furniture Industry Products) in the second half of May. The visit was intended as an opportunity to exchange experience and present Polish furniture-related standards to Azerbaijani experts. During the meeting at PKN in Warsaw, the visitors learned about the Polish and European standardization system and modern ways of

providing interested companies with relevant standards online against payment. On the subsequent days of the visit, the participants met the head and secretary of KT PKN 100 Products of timber and wood-based materials at the Institute for Timber in Poznań and learned about the practical aspects of the application of the standards while visiting the Pfeleiderer Prospan SA particle and laminated board manufacturing plant.

Cooperation with EASC

In early June 2013, PKN representatives participated in the 43rd Interstate Council for Standardization, Metrology and Certification (EASC) in Ufa (Russian Federation). During the meeting, the President of PKN delivered a short speech emphasizing the role of standardization in overcoming the effects of the international economic crisis.

The topics discussed in Ufa concerned the development of standards, technical regulations, as well as metrology and assessment of conformity in EASC countries, taking into consideration international and European experience, as well as EASC cooperation with international and regional standardization organisations. During the Session, a memorandum on standardization was signed between EASC and the Eurasian Economic Commission (EEC). The annual session in Ufa was attended by PKN delegates and many foreign observers, including representatives of European and international standardization and metrology organizations.

The Baltic Standards Forum

In September, Siguld, Latvia, hosted another meeting of the Baltic Standards Forum (BSF). It was organised by the Latvian Standardization Body (LVS). Besides PKN, the BSF brings together standardization bodies from Lithuania (LST), Latvia (LVS) and Estonia (EVS). Meetings of the Baltic Standards Forum are intended to coordinate the activities of national standardization bodies in such areas as standardization policy, transposition of European Standards and other standardization documents on the national level, as well as the use of modern IT tools to access the standards. All items discussed during the BSF in Latvia are a continuation of the operations and

agreements made by national standardization bodies of BSF member states. The annual meetings of the Baltic



Baltic Standards Forum

Standards Forum provide an opportunity to review the achieved results and exchange experience.

Cooperation with Polish authorities

In 2013, PKN's External Relations Department was engaged in an intensive exchange of correspondence with Polish central authorities, especially with the Ministry of the Economy and the Ministry of Foreign Affairs. The correspondence and exchange of information between PKN and public administration bodies concerned activities in the field of technical policy and standardization, as well as aid programmes, and bilateral and multilateral cooperation. Correspondence with the Ministry of the Economy mainly focused on PKN's operations in the east and had an economic dimension. It mainly concerned ongoing bilateral meetings of the Commission for Economic Cooperation with CIS countries, mainly with Ukraine, Moldova, Azerbaijan, Kazakhstan and the Kyrgyz Republic. PKN's correspondence with the Ministry of Foreign Affairs mainly focused on PKN's aid programme for the Kyrgyz Republic and the cooperation between PKN and the Kazakh standardization body, i.e. the Committee for Technical Regulation and Metrology of the Ministry of Industry and Trade of the Republic of Kazakhstan (KAZMEMST).

Activities in Poland

The tasks of the Information and Corporate Affairs Section include the promotion of the voluntary standardization system, e.g. by preparing and coordinating the participation of PKN representatives in conferences, seminars, etc., issuing opinions on requests for PKN patronage, updating the content of PKN's website and publication of the *Wiadomości PKN. Normalizacja* monthly.

The External Relations Department cooperated with external entities in order to prepare the participation of PKN's representatives in the following events:

- 15th „EuroLab” International Analytical and Measurement Techniques Trade Fair, during which PKN and POLLAB co-organised a series of lectures entitled „Laboratory Problems” - 11 April 2013,
- „Food quality and safety in the context of current hazards” - a seminar, 23 April 2013, Warsaw,
- „Food safety - supervision helplessness or failure of EU legislation?” - a seminar, 11-12 June 2013, Warsaw,
- „Quality, Standardization and the Law in the context of Poland's Economic Growth” - a conference, 12 June 2013, Warsaw,
- „Issues of standardization, quality and codification in the aspect of economic and defence preparations of the state” - a conference, 5 December 2013,
- 6th „Central European Electronic Card” Conference, 4-5 December 2013.

Moreover, PKN recommended and assumed patronage over the following events:

- 20th International „Petrol Station” Trade Fair 2013, 8-10 May 2013, Warsaw,

- „Intelligent Building Technologies and Multimedia Management” IBTMM 2013 Multi-Conference, 16-18 October 2013, Kraków,
- 60th Anniversary of the Establishment of the Faculty of Automotive and Construction Machinery Engineering of Warsaw University of Technology, 18 October 2013,
- CommonSign Warsaw 2013 - 3rd Conference and National Interoperability Test of the Electronic Signature, 23-24 October 2013, Warsaw,
- „New Challenges in the production of food and animal feed in the EU” - a seminar, 20-21 November 2013, Warsaw (recommendation from PKN).

Polish Standardization Day

As part of the celebration of the Polish Standardization Day on 18 May 2013, PKN and the Representative for Education Policy co-organised the conference entitled „Aspects of the Application of Standards and Conformity Assessment”. The External Relations Department contributed to the organization of the conference by preparing promotional materials for the participants and



EuroLab 2013 opening

Polish Standardization Day

by providing media and technical services, including branding operations such as designing invitations, posters and Internet banners inviting participants to the conference.

Promotion of the PN Mark

As part of the promotion of the PN Mark, a visit was organised for employees of the Certification Department to the „Happy Baby” Toys and Children’s Articles Trade Fair and a conference held by Marko, a distributor of children’s articles, as part of the trade fair.

Promotional and branding materials for the Budma 2013 trade fair were prepared and assistance was provided as regards the design of PKN’s stand at the fair.

Advertisements of the PN Mark were prepared and published in such magazines as *Gazeta Business Centre Club*, *Weranda*, *Dobre wnętrze*, *Moje mieszkanie*, *Ładny dom*, *Branża dziecięca*, *Problemy Jakości* and on the construction website *budnet.pl*.

PKN’s image-building activities

The promotion of sales of standards and standardization publications included advertisements in *Wiadomości PKN. Normalizacja* monthly. In addition, banners, article illustrations and posters promoting events and standards were prepared (including e.g. special issues of *Wiadomości PKN*, covers of standardization publications, „Standardization at School” conferences and the „Standardization and Me” competition), which were featured on the www.pkn.pl website and on the websites of media partners.



The following nine media partners were acquired for the second edition of the “Standardization and Me” competition for secondary schools: TV EDUSAT, the *Przegląd Techniczny* bimonthly, the *Edukacja i Dialog*, *Perspektywy* and *Dyrektor Szkoły* monthlies and the following web services: *Interklasa.pl*, *Edukacja.net*, *Edu.info.pl*, *Eid.edu.pl*. An address by the President of PKN was broadcast for a week on Edusat as an announcement of the competition.

A promotional calendar was designed with advertising and informative inserts about various areas of PKN’s activity, including services, training activities, the sale of standards and the PN Mark. The calendar is intended as one of the elements used to promote PKN among its current and potential clients.

An information and promotional brochure, including basic information about the Polish Committee for Standardization, was designed. The brochure, addressed to people interested in standardization and in particular to current and potential clients and consumers, presents PKN as a modern organisation with a professional customer-oriented approach, active in the area of international and European standardization. A Russian language version of PKN’s website was developed and launched on 13 May 2013.

Moreover, promotional and graphic materials were prepared for national and foreign plenary and working





Promotional materials

meetings of technical bodies of standardization organisations.

90th Anniversary preparations

In connection with the upcoming 90th Anniversary of the establishment of PKN (in 2014) in the second half of 2013 intensive work was started to pay tribute to the founding fathers of Polish standardization and to promote PKN as an organisation working for the advancement of standardization since 1924. An anniversary logo was developed to be displayed on the website, headed paper, in mail headers, presentation templates and other branded materials. Moreover, gadgets, roll-ups and posters featuring the logo were ordered.



Preparations were started to launch a special anniversary tab on the www.pkn.pl website, where visitors will be able to read more about the 90 years of PKN's history.

The *Wiadomości PKN. Normalizacja* monthly

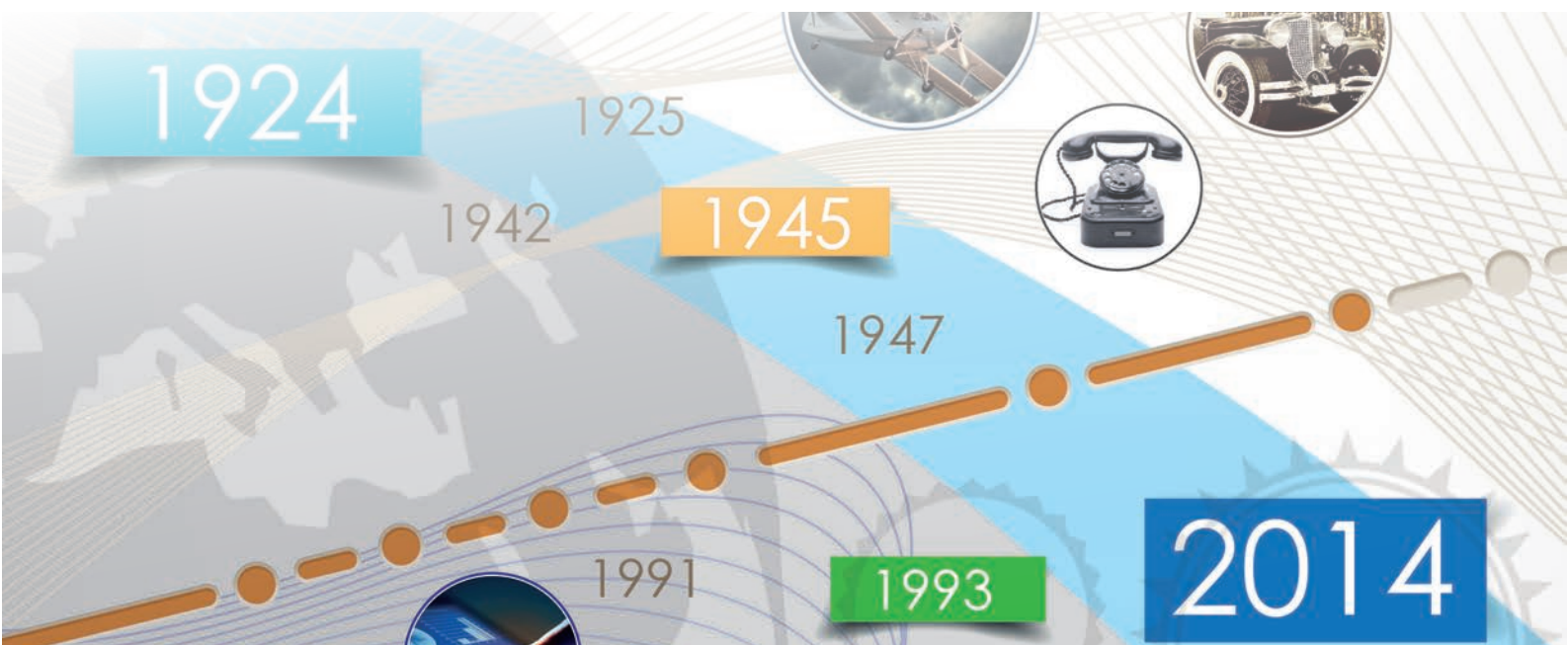
The monthly of the Polish Committee for Standardization is issued in the digital format and can be downloaded for free from www.pkn.pl.

It features articles dedicated to the activities of PKN and standardization work in Poland, the EU and worldwide.

Each issue contains articles concerning the standardization of important areas of various economy sectors.

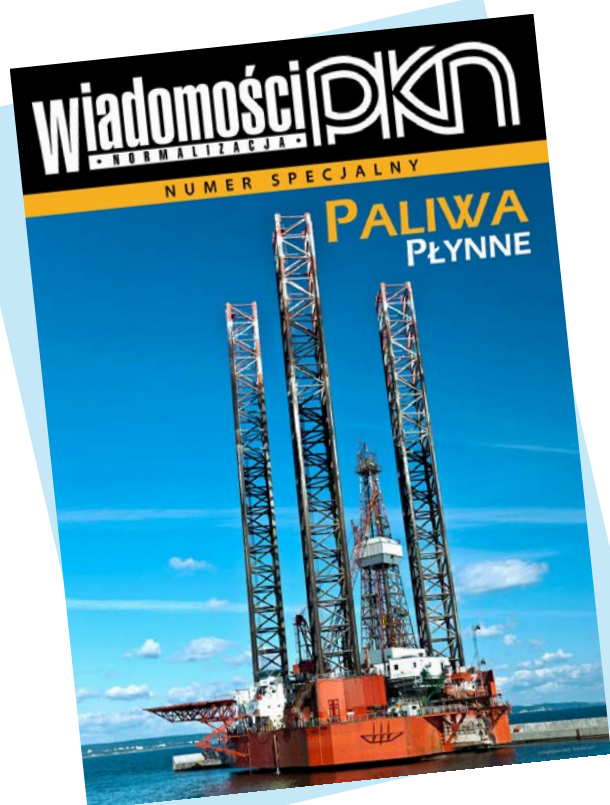
In 2013, besides the 12 monthly issues of *Wiadomości PKN. Normalizacja*, two special themed issues were published, focusing on oil products and sports amenities (playgrounds, outdoor fitness equipment, etc.).

The themed issue on oil products in the context of standardization work was published first. It included articles detailing the standards and standardization deliverables necessary to determine the quality of



engine fuels, heating fuels and biofuels, as well as sailing fuels and diesel oils. The articles were written by experts from the Oil and Gas Institute - National Research Institute, some of whom were at the same time involved in the work of KT 222 Petroleum and related products. The issue was addressed to petrol manufacturers, fuel manufacturing and storing companies, as well as to the fuel transportation sector.

The other themed issue focused on outdoor physical activity, fun and recreation. Standardization also applies to this area, especially as regards the safety of the users of playgrounds, outdoor fitness facilities, skateparks, etc. Experts from KT 2 Sports and recreation agreed to write the articles. The issue was prepared for playground manufacturers and owners, as well as supervision bodies.





INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY

The e-Norma Portal project at the Polish Committee for Standardization, Part II, scheduled for implementation in 2010 to 2013, consists of subprojects and system integration. The project is implemented under the Operational Programme Innovative Economy, Priority Axis VII Information Society – Establishment of Electronic Administration.

In 2013, the implementation of the subproject Polish Standardization Resource (PZN) Portal was continued at PKN. The subproject involved the design and implementation of a secure corporate portal to provide a platform for standardization work using electronic means of communication. The implementation of the subproject was divided into 4 stages.

- Stage 1 – Engineering – completed in November 2010.
- Stage 2 – Delivery of hardware and software – completed in February 2011.
- Stage 2 – Delivery of hardware and software – completed in November 2011.
- Stage 4 – Maintenance – completed in 2013.

In 2013, the implementation of the subproject Digital Selling System for Products and Services was continued at PKN. The objective of the subproject is to establish a platform that will meet the market expectations and facilitate the sale of PKN products and services.

The subproject was divided into 3 stages:

- Stage 1 – Engineering – completed in April 2012.
- Stage 2 – Development and implementation – completed in December 2012.
- Stage 3 – Maintenance – completion scheduled for 2014.

In 2013, the implementation of the subproject Standardization Knowledge Management and e-Learning was continued at PKN. The subproject is aligned with PKN's strategic objective which involves the reorganization of the training system for standardization and related fields by creating the technical infrastructure to develop and share training

courses using modern media technologies, both for commercial purposes and to promote standardization.

The subproject was divided into 3 stages.

- Stage 1 – Engineering – completed in October 2012.
- Stage 2 – Development and implementation – completed in November 2013.
- Stage 3 – Maintenance – completion scheduled for 2014.

In 2013, the Integration subproject was implemented, consisting in the integration of the hardware platform of PKN's IT systems deployed as part of the Portal e-Norma Part I and II projects. The subproject was completed in May 2013.

To make the achievement of PKN's strategic objectives for the years 2009 to 2013 possible, all systems and solutions planned under the Portal e-Norma at the Polish Committee for Standardization Part II project had to be implemented. The project is a continuation of Portal e-Norma at the Polish Committee for Standardization Part I project completed in 2009.

All project activities support the organization and promotion of standardization efforts, in line with European and international solutions, with an active participation of national experts. Moreover, they ensure the consistent improvement of the quality of the services and products provided by PKN, by introducing the technical resources necessary to draw up standardization deliverables and tools improving the competitiveness of PKN products and services by developing and extending the distribution channels.

It should be emphasized that the subprojects are closely interrelated. Virtualized resources (the Resource Virtualization subproject) are used both in the process of creating standardization deliverables (Polish Standardization Resource Portal, Standardization Knowledge Management), and in the commercial operations of PKN (Digital Product and Service Selling System, e-learning).

Due to an adjustment of the budget in August 2013, it was impossible to complete the scheduled replacement of obsolete equipment.

Within the framework of IT projects (aside from the Portal), the ICT hardware infrastructure was upgraded, albeit to a limited extent, the project involving the deployment of electronic document flow commenced in 2012 was continued and the Polish Standardization Resource system was extended (to PZN2).

Projects implemented in 2013:

- Commencement of the extension of the PZN system to include additional functionalities resulting from users' needs and the integration of PKN's IT systems;
- Development of an Electronic Document Flow Management System project;
- Hardware infrastructure for administrators was upgraded - new workstations were purchased and the air-conditioning system in the server room was replaced;
- Anti-malware, reporting and utility software was purchased for the IT department;
- Components and devices were purchased to modernise IT hardware, as in many cases it was impossible to replace the existing equipment;
- Document generation software was purchased;
- The MPPN system for the processing of standards was modified;
- Support was ensured for IT systems - technical support was provided for the following systems: Oracle, SAP, SAP-2, PZN, SCSPU and Dell devices.

Moreover, changes concerning the IT Department included the following developments:

- The e-employee application was extended to include new functionalities intended to meet PKN's organisational needs;
- A new Active Directory filing services system was deployed;
- Irrelevant movable property within the scope of the Department's responsibility was sold or destroyed;
- Modernization of the wireless network was continued;
- A wiki was created for the Certification Council;
- A Russian language version was added to the website;
- Modifications were introduced into the Standard Management System (SZN);
- Virtual environments were launched in branch offices.

In 2013, the availability level of critical systems reached 99%.



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PRODUCTS AND SERVICES

PRODUCTS AND SERVICES

Sales of standards, other deliverables and licences

The promotion of sales of standards and standardization publications included the:

- development of 4 newly created banners (e-access, on-line store, on-line reading room and hotline);
- development of 1 new leaflet (subscription for standards) and the updating of 10 existing leaflets;
- development of 4 lists of lex norma non-destructive tests and lex norma construction standards;
- development of 4 advertisements for the PKN calendar (e-access, lex norma construction, subscription for standards, PN-ISO 26000);
- development of a promotional strategy for two special themed issues of *Wiadomości PKN. Normalizacja*;
- publication of an advertisement in every issue of *Wiadomości PKN. Normalizacja* (12 issues);
- monthly publication of *Informacje o przebiegu i wynikach prac normalizacyjnych* (12 issues);
- participation in the BUDMA 2013 International Trade Fair;
- promotion of products during the Warsaw University of Technology Anniversary Conference (leaflets and product presentation);
- promotional activities (mailing leaflets by traditional mail) for the lex-norma construction products and PN subscriptions;
- e-mail campaigns were conducted to promote the special issues of *Wiadomości PKN - Społeczna Odpowiedzialność* (Corporate Social Responsibility) and *Efektywność energetyczna* (Energy Efficiency) and the standards;
- an information campaign was conducted (by mail) for the best clients eligible for discounts for purchasing standards.

SALES OF POLISH STANDARDIZATION DELIVERABLES (PN AND PKN) IN 2013 BY SECTORS:

Sector	PN-EN	PN-ISO	Homegrown PNs	Other	Total
SBD	15232	116	1690	82	17120
SCH	7516	592	986	43	9137
SEK	1238	3	7	8	1256
SEL	5537	0	385	147	6069
SET	3110	11	238	1242	4601
SGR	1717	218	866	11	2812
SHT	11612	175	594	26	12407
SLT	4175	259	1090	13	5537
SMC	8249	557	776	36	9618
SNI	1	0	0	0	1
SOB	1210	40	191	182	1623
SPU	3922	57	299	10	4288
SRZ	1580	666	1418	128	3792
STI	2720	1593	277	118	4708
SUS	113	3	12	1	129
SZP	8009	1174	980	224	10387
SZŚ	5468	812	1043	8	7331
Total	81409	6276	10852	2279	100816

Other forms of document distribution:**e-Access**

A service enabling online access to the collection of standards selected by a client, updated on an ongoing basis. It may be any collection or a collection related to one or more ICS (International Classification for Standards). The content of relevant standards is uploaded to a PKN server.

lex-norma

A service enabling online access to construction-related legislative acts and standards referred to in those acts, which are updated on an on-going basis. The texts of the standards and regulations are also available in a consolidated version. Navigation is facilitated by hyperlinks between regulations and standards. The collection is located on a PKN server.

PKN SZN (Standard Management System) application

The application enables users to organise (search the collection of standards by specific criteria) and manage (under a licence obtained for a specific number of users) the collection of Polish Standards and update it. The application, along with the collection of standards, is located on the client's server.

Sales of services: standardization training, conformity marking for polish standards and specialist information**Standardization training for external clients delivered in 2013**

In 2013, 8 standardization training sessions were conducted, with a total of 147 participants. The following areas were covered during the training sessions:

- ISMS internal auditor;
- New legal requirements for construction products;
- Standardization workshops for small and medium-sized enterprises;
- Practical use of standards.

PN and Keymark Certification

Polish Committee for Standardization holds the copyrights of the Polish Standards. Consequently, it is the only Polish organisation authorised to certify and award rights to the PN Conformity Mark with respect

to all Polish Standards. Other certification bodies authorised by the President of PKN can only issue PN Mark certificates with respect to the standards to which they are accredited or with respect to which PKN acknowledges their competences.

The figures as of 31 December 2013 are as follows:

- Product certification bodies (JCW) – bodies authorised by the President of PKN to certify PN conformity and award PN Mark rights: 3 (1 JCW resigned; in 2012 there were 4 JCWs);
- Valid PN certificates: 4 (1 certificate expired without being renewed; in 2012 there were 5 certificates);
- Valid Keymark certificates for SDG-5 Thermal insulation products in construction: 8 (an entity of IMBiGS Branch Office Katowice (former COBRPIB Katowice) accredited to SDG-5 carried out control audits and all 8 Keymark conformity certificates remained valid).

Promotional activities commenced in 2012 to build the position of the PN Mark as a consumer mark were continued. Additional promotional campaigns were undertaken for each of the three distinctive groups of PKN clients: producers, partner JCWs and consumers.

PN Mark promotion measures:

- An advertising campaign in the media (Internet/press), promotion of the PN Mark and PKN by means of advertising gadgets, roll-ups, multimedia information in the PKN reading room, etc.;
- Promotion of the PN Mark in *Wiadomości PKN. Normalizacja*;
- Participation of Certification Division employees in training, seminars and meetings with potential parties interested in the PN Mark: lectures promoting voluntary certification and the PN Mark at universities collaborating with PKN (in Bydgoszcz, Olsztyn, Lublin, Kraków and Radom);
- Continued implementation of a discount policy for holders of PN certificates, JCWs and other PKN partners.

However, the most significant achievement in terms of PN Mark certification was the preparation of the certification of the integrated quality and environment management system - the first system certificate awarded by PKN, to be completed in March 2014, as well as PKN's preparation for the certification of services related to real estate agency in cooperation with the Polish Property Market Federation. The certification will be performed from June 2014.

The objective of further measures implemented by PKN is to strengthen the position of the PN Mark and convince stakeholders that it is important in any product conformity assessment system, since it provides greater certainty as to the quality of the product bearing the Mark and guarantees that both the product and its manufacturing process are regularly tested and supervised by an independent third party. PKN also plans to develop voluntary certification in the services sector.

System Certification – PKN as a Certification Body

In 2013, auditors of the Polish Committee for Standardization carried out 9 supervisory audits of Information Security Management Systems at universities that had obtained Information Safety Certificates in 2011. The objective of the audits was to assess the suitability and performance of the Information Security Management System and verify the recommendations of previous audits (or identify potential areas for improvement). All the universities proved that they conformed to the requirements of PN-ISO/IEC 27001:2007 and as a result their Information Security Management System Certificates remained valid.

Publishing activities in 2013

Non-Serial Publications of PKN

Publishing work involving non-serial publications of PKN is aimed at preparing standardization documents and publications in the electronic format (a PDF template and an additional xml file), to be able to disseminate them in any format:

- paper edition – instant printing on request;
- a PDF - to be directly downloaded by the client from the online shop;
- a PDF file on a CD – a ready-made set concerning a specific theme or a customer-specified set of standards.

Polish Standards*) and Standardization Deliverables

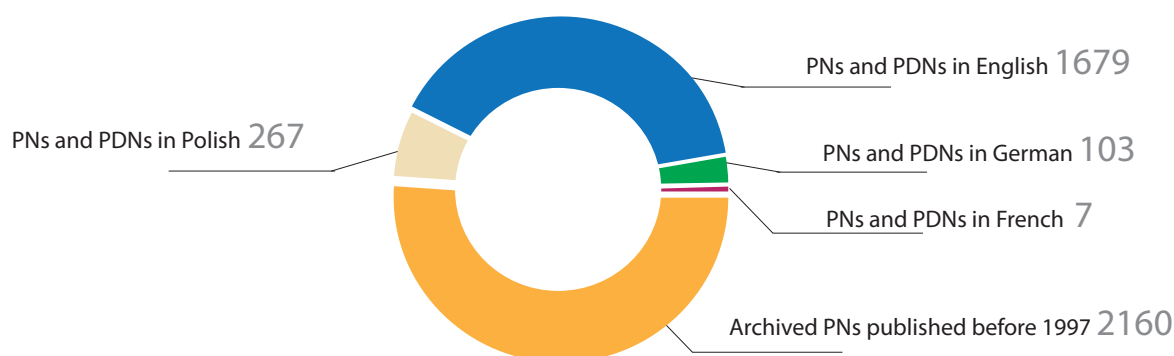
In 2013, the electronic collection of PNs and PDNs was expanded to include PDF versions of 4,216 PNs/PDNs – for sale and for the purposes of standardization work, of which:

*) including changes and amendments to PN

- 2,160 archive PNs from before 1997 were scanned and converted into PDF;
- 267 newly approved PNs/PDNs in Polish which were typeset, proofread, published and converted into PDF;
- 1,675 newly approved PNs/PDNs implementing European Standards by endorsement, in English;
- 7 PNs and PDNs in French as ordered by clients;
- 103 PNs and PDNs in German as ordered by clients.

GROWTH OF THE REPOSITORY OF PNs*) AND DNS IN PDF FORMAT IN 2013

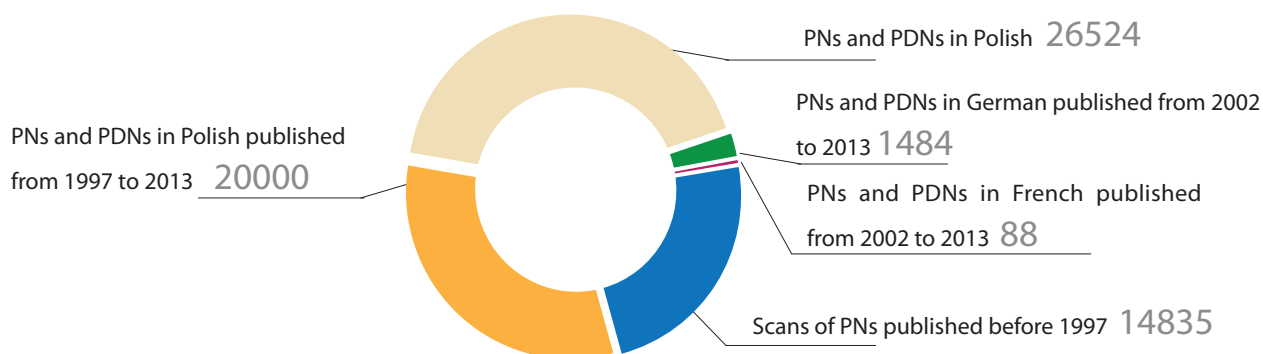
	Type of document	Number of PNs/DNs in the PDF format
1	Archived PNs published before 1997	2 160
2	PNs and PDNs in Polish	267
3	PNs and PDNs in English	1679
4	PNs and PDNs in German	103
5	PNs and PDNs in French	7
Total		4 216



THE REPOSITORY OF PNs*) AND PDNS IN THE PDF FORMAT (AS OF 31 DECEMBER 2013)

	Type of document	Number of PNs/DNs in the PDF format
1	Scans of PNs published before 1997	14 835
2	PNs and PDNs in Polish published from 1997 to 2013	20 000
3	PNs and PDNs in English published from 2002 to 2013	26 524
4	PNs and PDNs in German published from 2002 to 2013	1 484
5	PNs and PDNs in French published from 2002 to 2013	88
Total		62 931

*) including changes and amendments to PN



Virtualization of PKN Resources

In 2013, 1,950 newly published PNs^{*)}/PDNs in Polish and English were converted into xml files.

As of 31 December 2013, the collection of xml PNs and PDNs included nearly 35,700 deliverables and covered nearly all valid PNs and PDNs.

Other Non-Serial Publications of PKN

In 2013, two publications on standardization were released as a hard copy and in an electronic format.

Standardization - Reviewed Issue III

The issue was updated and extended to include themes related to standardization information, information society, integration of management systems, conformity assessment system, the role of standardization in innovativeness and benefits to be drawn from standardization by entrepreneurs.

Personal Data Protection in Practice

The result of cooperation between the Polish Committee for Standardization and the General Inspector for Personal Data Protection. It presents themes related to the implementation and application of personal data protection and legal requirements, as well as to the role of standards related to information security management in that respect.

^{*)} including changes and amendments to PN



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HUMAN RESOURCES

HUMAN RESOURCES

Staff

Planned employment in 2013 was 264 full-time employees not covered by the multiplier salary system and 3 full-time managers (employees in high-ranking public positions other than state executive posts), i.e. a total of 267 full-time positions.

The average employment level in 2013 was 258 full-time staff members, including 3 managers (according to the Rb 70 report, not counting people on maternity or parental leaves or those receiving sickness benefits).

As of 31 December 2013, out of 272 PKN employees, 145 were employed in the standardization division, executing tasks directly related to the organisation of standardization work.

As of 31 December 2013, 72% of all PKN employees were holders of a higher education degree, 25% had completed secondary education, while 3% had graduated from vocational or primary schools only. 8 PhD holders were employed at PKN. In terms of educational attainment, the structure has been improving from year to year.

Training

Training was delivered to PKN staff in the following forms:

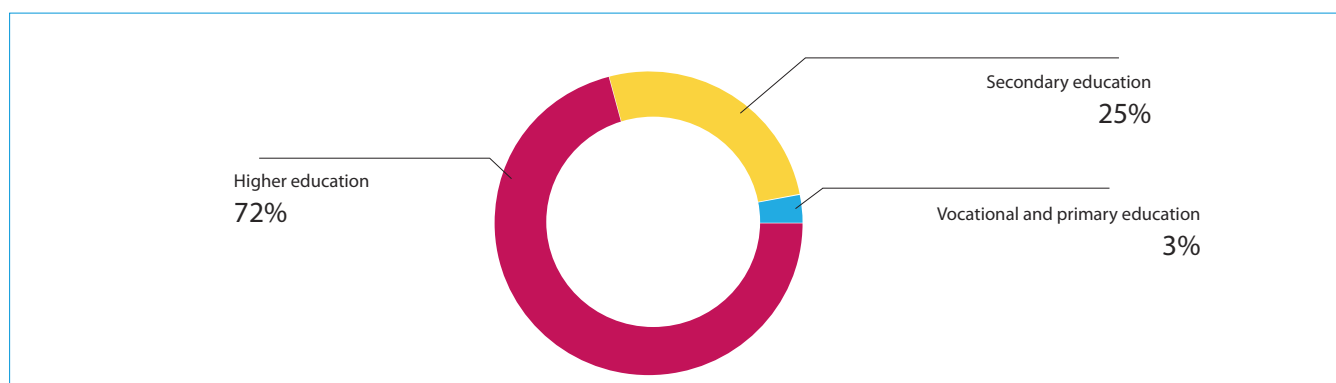
- 1. Specialist training** (courses, conferences, forums) organized by external providers - 96 employees were referred to 48 trainings.
- 2. Training organized by PKN.**

9 courses were provided in 2013:

- Training for new staff
- SAP CRYSTAL REPORTS and the PZN database.
- Team management, incentivizing employees
- Customer service
- Skill-enhancement training with workshops for QAS and ISMS auditors
- VAT at PKN
- Health and safety at work and first aid
- Development of standards by means of translation
- Stationary training for authors of WBT Express e-learning content.

A total of 322 PKN employees attended the courses organized by PKN.

EDUCATION BACKGROUND OF PKN'S EMPLOYEES



Foreign languages

English classes – in 2013, PKN employees continued to learn English. In Warsaw, the classes were provided by the POLANGLO language school. 46 people attended the course. In Łódź, 5 people continued individual language classes.

Russian classes – in 2013, PKN employees in Warsaw continued learning Russian. The classes were provided by the POLANGLO language school. 7 people attended the course.

Subsidizing university education

2 persons obtained funding for university education.



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FINANCE

FINANCE

Execution of the financial plan

The legal basis for the financial management at PKN is provided by:

1. The Accounting Act of 29 December 1994 (Journal Of Laws of 2009, no. 152, item 1223, as amended);
2. The Act on Public Finance of 27 August 2009 (Journal of Laws No 157, item 1240, as amended) and its secondary legislation;
3. The 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. The 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 2013, financial management was based on the Annual Plan approved by the President of PKN. This plan includes budget expenses and revenues.

Budget Revenues

PKN's revenue is not subject to taxation and concerns section 75002 - Polish Committee for Standardization.

PKN obtains revenue from the following sources:

No.	Item	Execution in 2012	Plan for 2013	Execution 2013
1.	Proceeds from the sale of Polish Standards, PKN's own publications, information and certification activity	8 086	8 570	8 000
2.	Income from concession and license fees	220	390	113
3.	Income from training programmes	47	40	138
4.	Sale of assets	5	0	1
5.	Proceeds from lease and rent	4	0	0
6.	Requested standards	80	60	42
7.	Proceeds from various sources	184	50	988
8.	Interests	12	-	5
Total:		8 638	9 110	8 638

AMOUNTS IN THOUSANDS OF PLN

In 2013, PKN generated the revenue of PLN 9,287,000 which represented 101.94% of the planned figure. The revenue was planned and generated within a single section: 750 - Public administration and single subsection: 75002 PKN. The top item in the 2013 revenue structure was the sales of Polish standards, own publications and information and certification activities with a value of PLN 8,000. Revenue in this area was PLN 570,000 lower than planned. The revenue level in this area is mainly dependent on the interest in Polish Standards on the part of Polish and foreign buyers. Therefore, precise revenue planning for the financial year is impossible. The decline in the sales of standardization products in 2013 was due to the poor financial condition of PKN customers.

Revenue from training for external clients in 2013 amounted to PLN 138,000.

Revenue from concession and license fees amounted to PLN 113,000. The plan was not executed in this area, as it is difficult to plan the development of a completely new sales channel due to the fact that market absorption of a new standardization product category is difficult to assess.

Miscellaneous revenue in 2013 was higher than planned by PLN 938,000.

This value included, inter alia: fees paid by foreign standardization institutions for foreign standards sold to Polish customers, reimbursements for the translation of standards and revenue from previous years.

Revenue from the development of requested standards amounted to PLN 42,000. This amount comes exclusively from the margin charged by PKN to clients interested in the development of a Polish Standard. After the closing of the own revenue account and requested amount, PKN does not accept orders from clients for the completion of all the work but requires the client to deliver a complete draft standard. A large number of clients decide not to fund standardization work as they cannot develop a draft on their own.

Enabling PKN to manage at least part of the funding generated from this service would increase budget revenue.

Interests in 2013 amounted to PLN 5,000.

Budget Expenses

PKN is financed by:

- Section 750 – Public administration, subsection 75002 – the Polish Committee for Standardization;
- Section 750 – Public administration, subsection 75079 – Foreign aid;
- Section 752 – State defence, subsection 75212 - Other defence expenses.

The planned budget expenses according to the Budget Act 2013 amounted to PLN 32,525,000.

EXECUTION OF THE REVENUE PLAN IN 2013

Planned expenses	Executed	Not executed
32 525	31 335	1 190
100%	96,34%	3,66%

AMOUNTS IN THOUSANDS OF PLN

Investment expenses made in 2013 were lower by PLN 199,000 than the planned figure.

Current expenses made in 2013 were lower by PLN 992,000 than the planned figure.



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LIST OF TECHNICAL COMMITTEES AND PROJECT COMMITTEES

LIST OF TECHNICAL AND PROJECT COMMITTEES

KT dealing with the Construction and Building Structures Sector

KT number	Name
102	Bases for design of structure
108	Aggregates and stone for building
128	Design and execution of steel structures
169	Windows, doors, shutters and building hardware
179	Thermal protection of building
180	Fire safety of buildings
193	Prefabricated components of aerated concrete and nonreinforced components of light-weight aggregate concrete
194	Gypsum and gypsum based products
195	Precast concrete products
196	Cement and buildings limes
197	Ceramic tiles and ceramic sanitary appliances
198	Glass
199	Melioration system and hydrotechnics
211	Thermal insulating products for buildings
212	Road execution and maintenance
213	Design and execution of concrete structures and composite structures
214	Bitumen and synthetic products for waterproofing in building
215	Design and execution of timber and wood-based structures
232	Construction documentation
233	Masonry
234	Accessories for roofing
251	Bridges
252	Design of masonry
253	Buildings Acoustic
254	Geotechnics
274	Concrete
278	Water supply and waste water engineering
279	Heating systems and ventilation
307	Sustainability of building construction
308	Assessment of release of dangerous substances-construction products
312	Earthworks

KT dealing with the Chemistry Sector

KT number	Name
12	Explosives and pyrotechnical articles
111	Coal derivative products and pressed carbon products
141	Plastics
140	Plastic pipes, fittings and valves

KT dealing with the Chemistry Sector

KT number	Name
155	Dyestuffs, dye intermediates, pigments and extenders
156	Fertilizers
168	Plastic products
175	Paints and varnishes
184	Adhesives
185	Protection of wood and wood-based products
186	Rubber and rubber products
201	Cosmetics and household chemicals
222	Petroleum and related products
223	Technical gases
249	Chemical analysis
269	Chemical safety
289	Technical ceramics

KT dealing with the Electronic Sector

KT number	Name
60	Semiconductor power converters
67	Electrical equipment in medical practice
69	Measuring Equipment and protection equipment
71	Measurement equipment for electrical and electromagnetic quantities
105	Electroacoustics, audio and video information storage systems
241	Electromechanical components
266	Nuclear instrumentation
282	Fibre optic technology
290	Special techniques used in electrotechnology
291	Laser equipment and optical radiation safety
293	Capacitors and resistors for electronic equipment, printed boards and electronics assembly technology
294	Piezoelectric devices, magnetic components and ferrite materials

KT dealing with the Electrical Sector

KT number	Name
4	Lighting technology
54	Cells and batteries
56	Electrical machine (rotating) and hand-held motor- operated and portable electric tools
61	Electrical equipment and system for railways
62	Electrical accessories
63	Household and similar electrical appliances
70	Electrical relays and protection equipment
72	Live working

KT dealing with the Electrical Sector

KT number	Name
73	Low-voltage surge protective devices and system engineering and erection of electrical power installations in system with nominal voltages above 1 kV A.C. and 1.5 kV D.C.
74	High-voltage switchgear and control gear assemblies
75	Fuses
76	Insulators
78	Industrial electroheating
79	Power transformers
80	Overhead lines – general aspects
81	Instruments transformers, small power transformers
267	Electrically-operated farm appliances and electrical commercial catering equipment
281	Safety of machinery – electrotechnical aspects

KT dealing with the Electrotechnical Sector

KT number	Name
8	Terminology, symbols of quantities, units, documentation and graphical symbols use in electrotechnical technology
53	Cables and wires
55	Electrical installations in Building and lighting protection of buildings arresters for building structures
65	Insulating materials and environmental conditions, classification and methods of test
68	High-voltage testing techniques
77	Low-voltage switchgear and control gear assemblies
143	Electrostatics
303	Electrical insulating materials
304	System aspects of electrical energy supply

KT dealing with the Mining Sector

KT number	Name
30	Geology, geophysics and small dimensions drilling
31	Petroleum and natural gas mining
64	Electrical apparatus for potentially explosive atmospheres
124	Transport in mines
125	First working and exploitation of mines
144	Coke and other solid formed fuels
164	Safety in mining
220	Solid mineral fuels
221	Mining, mineral processing and ore analyses
226	Coal mechanical preparation
227	Surface mining
275	Natural hazards in mining
285	Underground mining machines and equipment

KT dealing with the Metallurgy Sector

KT number	Name
28	Refractories
29	Chemical analyses of ores, concentrates and metals
33	Powder metallurgy
106	Corrosion and protection of metallic materials against corrosion
123	Mechanical testing of products
126	Steel tubes
127	Metallurgical stock and steel
145	Alloy and special steels
146	Steel sections
153	Thin steel sheets
165	Welding and allied processes
219	Hard non-ferrous metals
225	Light non-ferrous metals
262	Heat treatment of metals
301	Founding

KT dealing with the Logistics, Transport and Packaging Sector

KT number	Name
17	Road vehicles and road transport
18	Ships and marine technology
19	Aircraft and space vehicle engineering
101	Cranes and their component parts
131	Lifts, escalators and passenger conveyors
133	Packaging
135	Packaging of metal and closure systems
138	Railway applications
162	Logistics, bar codes and warehouse management
163	Ropes and ropes transport
187	Tyres, rims and valves
230	Small craft
245	Continuous handling equipment General purpose constant transportation devices
248	Industrial trucks
265	Urban Communication

KT dealing with the Machinery and Engineering Sector

KT number	Name
5	Refrigeration, heat pumps, air conditioners and compressors
13	Earth-moving machinery, road construction machinery and mobile cranes
14	Machinery and equipment for building construction, building materials industry and rock mining
15	Machines and devices for the food processing industry, trade and catering business

KT dealing with the Machinery and Engineering Sector

KT number	Name
16	Tractors and machinery for forestry
47	Pumps and hydraulic turbines
48	Machine design fundamentals
50	Automatic and manipulating industrial robots
112	Gear
130	Chemical apparatus, vessels and gas cylinders
132	Internal Combustion engines
137	Mechanical and thermal equipment in power plants
160	Hydraulic fluid power
206	Metal cutting machine tools and tools and workpieces tooling and tools tooling
207	Material removal and accretion machining processes and surface layer characteristics
208	Pneumatic fluid power
210	Industrial valves and industrial pipelines
236	Fasteners and assembly tools
240	Plastic- and rubber- working machines
246	Radiological protection
263	Equipment for collection and removal of waste municipal
268	Equipment for collection and removal of waste municipal
277	Gas engineering
299	Technology and machine tools for plastic working of metals

KT dealing with the Nanotechnology and Innovation Sector

KT number	Name
314	Nanotechnologies

Technical and Project Committees dealing with the Defence and Public Security Sector

KT number	Name
52	Alarm system
176	Military technology and supplies
177	Design and manufacturing of armament and material
244	Equipment for fire protection, rescue and fire fighting
264	Fire alarm systems
273	Mechanical security systems
306	Societal and citizen security

KZ number	Project Committee concerning
501	Services for fire safety and security systems

KT dealing with the Consumer Products Sector

KT number	Name
2	Sports and recreation
20	Leather and Footwear
22	Clothing
23	Textile and Related Machinery
24	Textile Raw Materials
25	Pulps, Paper, Board and Their Products
26	Textiles and Textile Products
27	Floor Coverings and Burning Behaviour of Textile Products
100	Products of timber and wood-based materials
107	Technical Textiles
142	Geosynthetics
237	Articles for Babies and Young Children and Safety of Toys
239	Jewellery

KT dealing with the Food, Agriculture and Forestry Sector

KT number	Name
3	Food microbiology
35	Milk and milk products
36	Cereal and cereal products
37	Fishes and fish products
38	Fruit and vegetable products
39	Tobacco and tobacco products
40	Animal feeding stuffs
82	Spirit products
87	Animal husbandry and breeding
88	Deep-frozen food
90	Cultivation of soil and horticulture
92	Oilseeds, vegetable and animal fats and their by-products
93	Meat and meat products
110	Herbal materials and products
181	Forestry
200	Dry food mixes, starch and dietetic products
229	Coffee and tea
235	Food analysis
287	Biotechnology
310	Management systems for food safety

KT dealing with the Information Technology and Communication Sector

KT number	Name
11	Telecommunication
103	Audio, video and similar systems and equipment
104	Electromagnetic compatibility
170	Information technology vocabulary, coding information and office equipment
171	Networks and software
172	Personal identification, electronic signature, electronic signature and cards and their related systems and operations
173	Interfaces and building electronic systems
182	Information technology – security techniques
183	Safety of information and communication technology and business equipment
271	Banking and related financial services
288	Multimedia
297	Geographic information
302	Using of informatics in the health protection
309	Biometrics

Technical and Project Committees dealing with the Services Sector

KT number	Name
259	Poczty
313	Usług Ochrony przed Szkodnikami

KZ number	Project Committee concerning
500	Indoor Sun Exposure Services
503	Facility Management
504	Real Estate Market Committee

KT dealing with the Basic Problems and Management Systems Sector

KT number	Name
6	Management systems
7	Non-destructive testing
9	Dependability
10	Applications of statistical methods
49	Optics and optical instruments
51	Industrial measurements of non-electrical quantities
158	Safety of machinery and technical equipment and agronomics – general problems
204	Technical drawings and technical documentation
242	Information and documentation
243	Symbols and graphical signs
256	Principles and methods of terminology work
257	General metrology
270	Environmental management

KT dealing with the Basic Problems and Management Systems Sector

KT number	Name
276	Occupational safety and hygiene management
298	Geodesy
305	Social responsibility
311	Conservation of cultural property

Technical and Project Committees dealing with the Health, Environment and Medicine Sector

KT number	Name
1	Disabled persons
21	Personal Protective Equipment
115	Environmental noise
119	Water quality – general problems
120	Water quality – biological microbiological and test
121	Water quality – chemical tests – inorganic substances
122	Water quality – chemical test – organic substances
157	Physical hazards in working environment
159	Chemical and aerosol hazards in working environment
161	Indoor air quality
190	Soil biology
191	Soil chemistry
192	General physics and general problems
216	Wastes
247	Medical materials and biomaterials
280	Air quality
283	Stomatological materials
284	Mechanical medical equipment, tools and devices
295	Sterilization
296	Disinfection and antiseptics
300	Medical laboratory tests in vitro

KZ number	Project Committee concerning
502	Aesthetic Surgery Services

