

The background features a dynamic, abstract composition. On the left, there are blurred, multi-colored light trails in shades of purple, blue, and white, suggesting motion or data flow. The right side is dominated by a large, dark blue triangular shape that overlaps with other elements. The overall aesthetic is modern and technological.

# 2017

**ANNUAL REPORT**



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# 2017

# TABLE OF CONTENTS

4	Letter from the President of PKN
5	Letter from the President of the PKN Standardization Council
6	Purpose, Vision, Mission and Activities of PKN
10	PKN Standardization
18	Education about Standardization
22	External Relations
32	Products and Services
40	Finance



## Ladies and Gentlemen,

Sustainable social development was the principal theme of PKN's activities in 2017, in addition to its standardization-related statutory tasks, discussed in detail in this report. Sustainable social development is about meeting the needs which result from civilizational development of the contemporary society so that future generations are also able to satisfy theirs. Cities have always been centres which generated new civilizational needs; therefore, they have always had an important impact on innovation, new technical solutions, mass culture and, as a consequence, on the use of natural resources, on the natural environment, etc. This is why "smart cities" mean so much for sustainable social development and why they are the focal point of standardization work. A conference held on the Polish Standardization Day was dedicated to this topic, along with a special issue of Wiadomości PKN. PKN also developed a certification system for conformity with PN-ISO 37120:2015-03 Sustainable development of communities - Indicators for city services and quality of life, which was reported to the Joint Committee of the Central and Territorial Government of the Ministry of Internal Affairs and Administration and the Sejm Committee of Territorial Government and Regional Policy at their respective sessions.

Although all information provided in the report is of outstanding value, an especially noteworthy development was PKN debut in the social media. Since 16 May we have had our own account on Facebook, Twitter and LinkedIn. As far as I know, we are being closely followed...

**Tomasz Schweitzer, PhD Eng**

President of the Polish Committee for Standardization



## Ladies and Gentlemen,

We can safely say that 2017 was a "smart" year for the Polish Committee for Standardization and therefore also for the Standardization Council, which I am pleased to chair.

PKN organised two "Smart City" conferences. It was no coincidence that they were held in an environmentally-friendly smart building and preceded by a modern advertising campaign in the urban space. A standard was published with indicators for the measurement of smart city efficiency; PKN has also prepared a system of certification of conformity with the standard.

For years, the Standardization Council has supported all initiatives related to standardization education. One of significant areas of activity focuses on efforts intended to introduce the standardizer qualification to the Integrated Qualification System. An equally important matter is the participation of PKN's representative in the work of one of the groups of the Industrial Transformation Team of the Ministry of Development. As part of Group 4 for Education, Competences and Human Resources for Industry 4.0, an important topic for discussion will be the introduction of standardization competences for the degree of engineer and technician, and maybe even manager 4.0. It is also worth mentioning other activities for standardization education – such as its incorporation into vocational training curricula and – for the first time – the introduction into the education system of a non-technical higher education centre (Jagiellonian University).

These are only some activities undertaken by PKN. None of the activities listed here as an example and no other activities would obviously have been possible without the involvement of the Top Management and all Employees of PKN, as well as without the support of the Members of the Standardization Council, who deserve my most sincere gratitude.

**Professor Stanisław Tkaczyk, PhD Eng**

President of the PKN Standardization Council

# PKN Activities

## PURPOSE

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

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

## VISION

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

## MISSION

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

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

- changing PKN's legal status;
- promoting the benefits of standardization and inspiring communities to get involved in standardization work;
- building a positive image of PKN among its clients (including the promotion of the PN Conformity Mark);
- participation in the work of international and European standardization organizations;
- protecting PKN's copyrights;
- cementing the position of the PN Conformity Mark;
- enhancing PKN's image as a reputable employer;
- improving work organization and management tools, including the implementation of modern human resources management tools;
- launching a tele-work system for members of Technical Bodies and PKN's employees;
- developing training capacity;
- effective use of resources;
- executing "PKN's Strategy for Education on Standardization";
- executing "PKN's Computerization Strategy for the Years 2014-2018".

## PKN ACTIVITIES

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

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

All these changes at PKN are primarily designed to improve and facilitate standardization work so it can respond to market needs. PKN attaches great importance to the principle of impartiality and autonomy of the Technical Bodies, so it tries and aims to avoid controlling the work of KT's or financing standardization work.

Moreover, PKN consistently adheres to the principle of social justice. The costs of standardization cannot be shouldered by all taxpayers if only some of them benefit from its application. In the areas where standardization applies to broadly understood public security, it is reasonable that work should be initiated and costs should be incurred by appropriate ministries. We keep informing the interested ministers that the budgets they have should be used to finance such work, as a voluntary standardization system is characterised by a decentralised financing arrangement.

## EXTERNAL AUDIT OF THE INTEGRATED MANAGEMENT SYSTEM

Based on the 2017 internal audits, conformity of the Integrated Management System with PN-EN ISO 9001:2015-10 and PN-ISO/IEC 27001:2014-12 standard requirements may be presumed. An independent formal assessment was carried out by PCBC external auditors on 6, 8 and 9 November 2017. It was the first supervisory audit following last year's recertification, which confirmed the conformity of the management system with the new version of PN-EN ISO 9001:2015-10.

The auditors assessed the Integrated Management System implemented and maintained by PKN.

The audit confirmed that the Quality Management System and the Information Security Management System within the Integrated Management System for a randomly selected document and record sample conforms with the requirements of PN-EN ISO 9001:2015-10 and PN-ISO/IEC 27001:2014-12, and is being continuously improved. No irregularities were found. The auditors requested PCBC S.A. to maintain the validity of the IMS certificate. On that basis, the Management Board of PCBC SA took a decision on maintaining the validity of the Integrated Management System certificate for PKN.

The auditors identified the following strong points:



consistent implementation of the vision in the form of the deployment and application of such IT solutions as a data warehouse, PKN management dashboard, DIN-TERM database or terminology base with terms and definitions from DIN standards available in English, German and French, as well as terms and definitions from valid Polish Standards published in Polish;



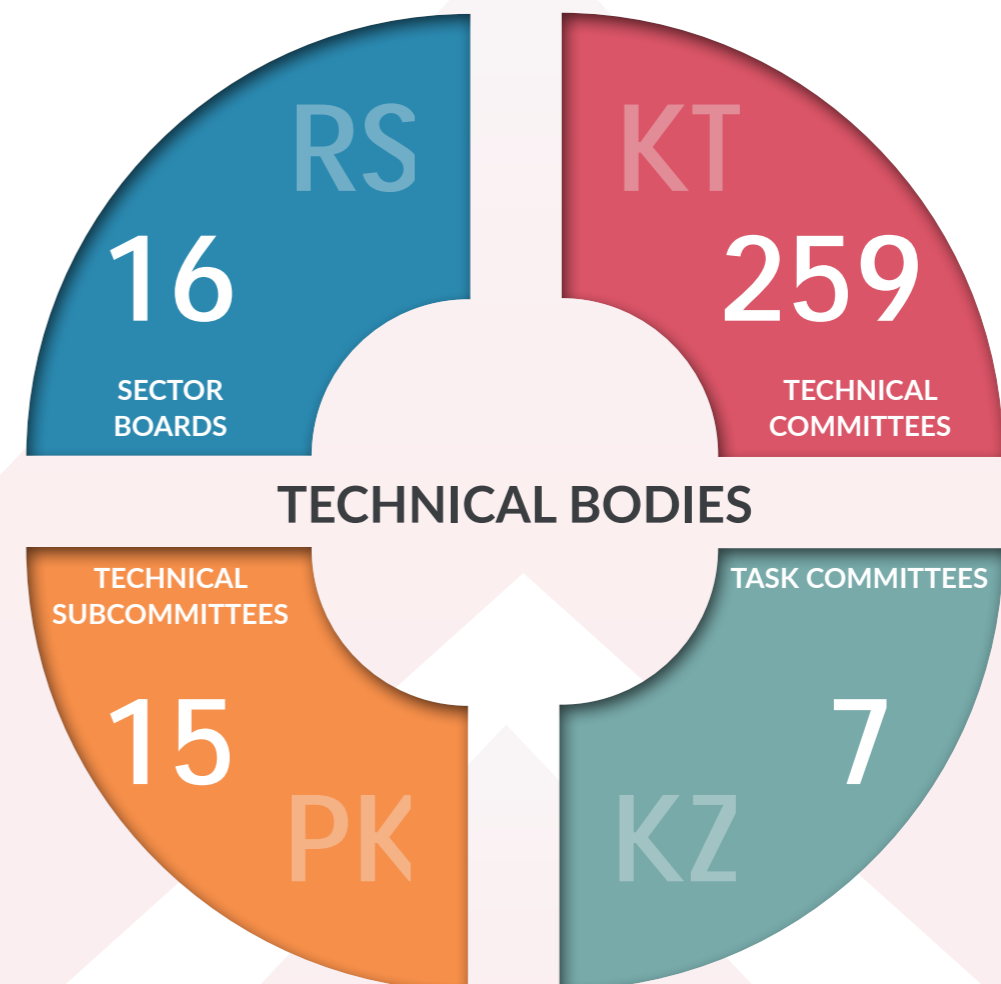
new product and service offering;



awareness, development of skills, responsibility and engagement of the management and employees of PKN.



# PKN Standardization



# PKN in numbers

## STANDARDIZATION DELIVERABLES PUBLISHED IN 2017

Implementation of EN/HD/ETSI	Polish Standardization Deliverables	Implementation of ISO/IEC	Homegrown standards
1628	8	52	26

1714

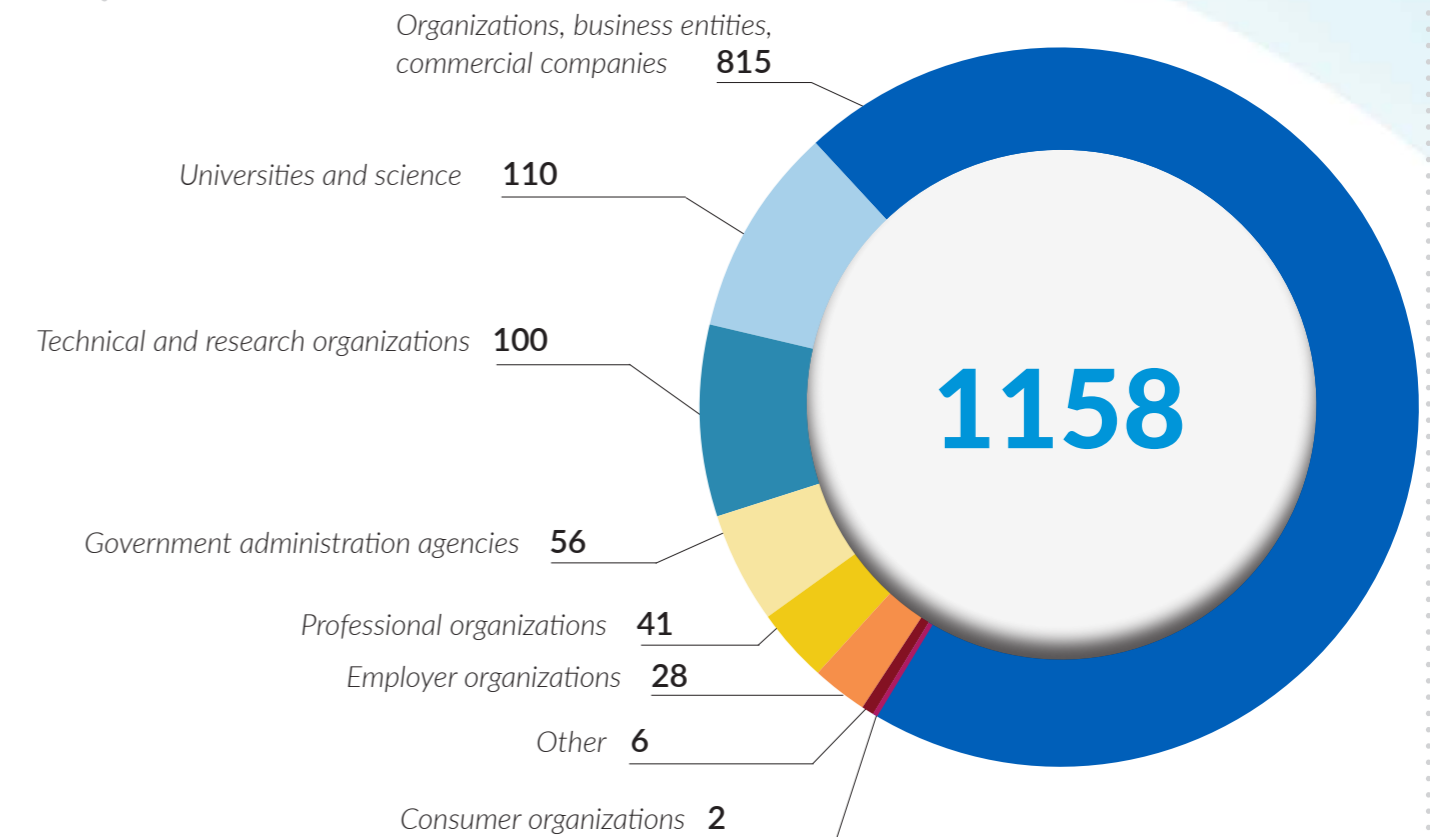
## THE WHOLE SET OF STANDARDIZATION DELIVERABLES\*

European Standards in the original language	Homegrown Polish Standards (PNs)	International standards ISO/IEC	Polish versions EN	Polish Standardization Deliverables
14,915	2,338	2,026	8,103	198

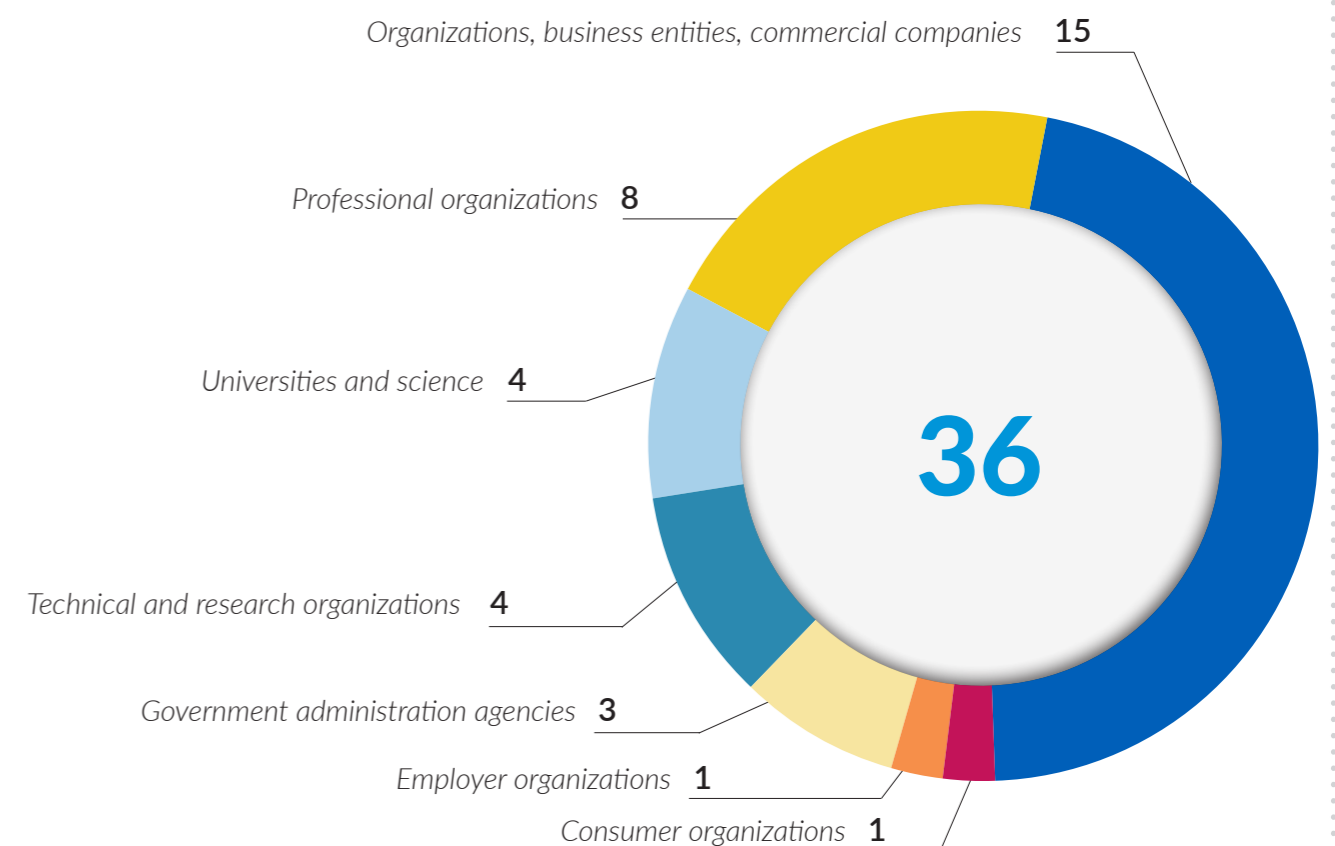
27,580

\*as at 31 December 2017

## NUMBER OF ENTITIES IN KTs



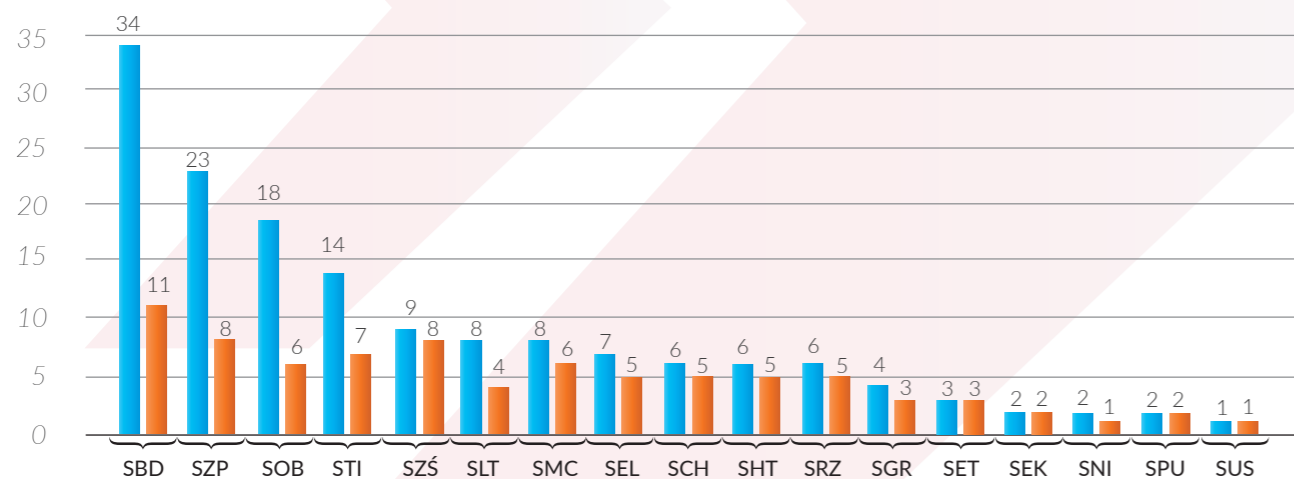
## NUMBER OF ENTITIES IN KZs



The President of PKN appointed **116** entities as members of **82** Technical Committees, who declared **153** KT memberships, which means that some of the **116** entities applied to more than one KT. **71** entities with **86** KT memberships were dismissed. **53** entities (**58** KT memberships) declared complete withdrawal from the work of KTs.

Appointments to KTs in 2017 by sector

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



At the end of 2017, **3,172** people representing **1,158** entities participated in the work of **259** Technical Committees (**2,901** KT applications).

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

**At the end of 2017, the representation of SMEs** (entities with maximum 250 employees) was as follows:

- on Technical Committees (KTs) – 48.4%;
- on Task Committees (KZs) – 41.7%;
- on Technical Subcommittees (PTs) – 22.7%.

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

- microenterprises - 181 entities (306 TB applications);
- small enterprises - 165 entities (237 TB applications);
- medium-sized enterprises - 233 entities (411 TB applications).

In total, in 2017, SMEs were members of 234 Technical Bodies, including 221 KT, 6 KZs and 7 PKs.

In 2017, the Polish Committee for Standardization supported SMEs in a number of areas:

- communication and information;
- education;
- free access to standardization activities.

Moreover, as regards communication, SME may obtain information from:

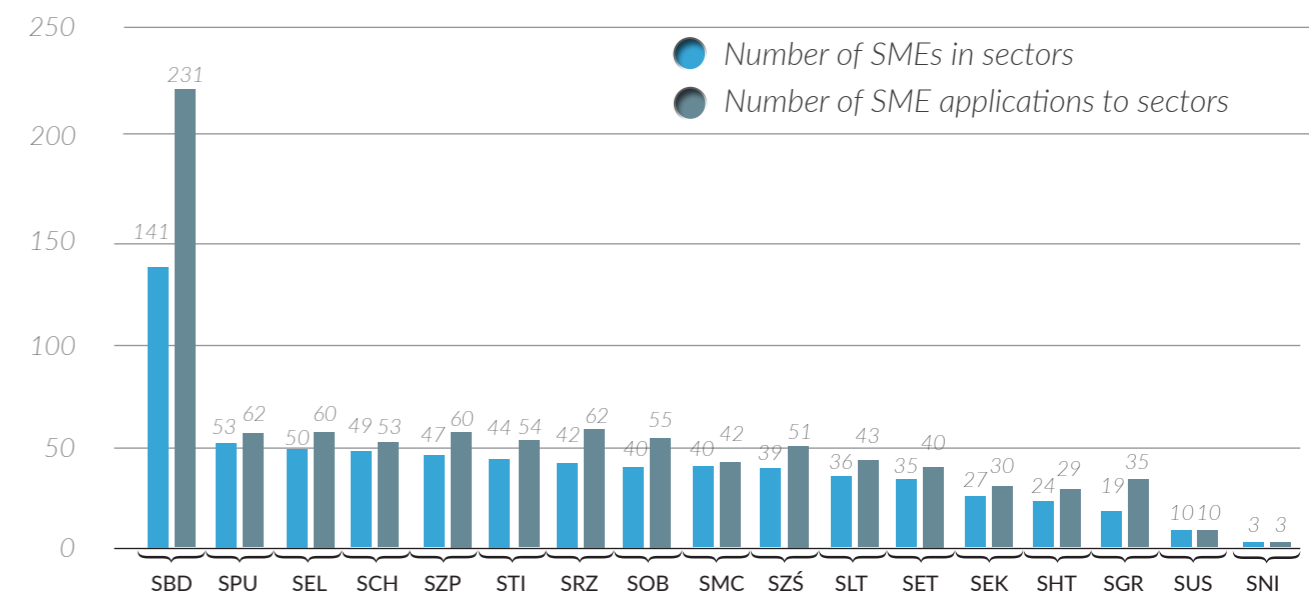
- social media – since May 2017, PKN has been present on Facebook, Twitter and LinkedIn;
- The WIEDZA platform ([wiedza.pkn.pl](http://wiedza.pkn.pl));
- “Wiadomości PKN. Normalizacja” monthly.

Another way to disseminate standardization knowledge among SMEs is for PKN’s representatives to take part in meetings, conferences and industry training programmes, such as the 7th European Congress of Small and Medium-sized Enterprises in Katowice, the conference entitled: “Threats and opportunities for the Polish cosmetics industry – 4 years after the entry into force of the Cosmetics Regulation” organised by the Polish Association of Cosmetic and Detergent Industry or a meeting of the Polish Chamber of the Chemical Industry.

SMEs gain free access to the standardization system thanks to:

- participation in the work of PKN’s Technical Bodies;
- the option to submit comments about each PN draft;
- submitting new standard suggestions to be developed by TBs;
- ordering the development of a Polish Standard as a contracted service.

Number of entities and SME appointments to KTs in 2017 by WPN sector





In 2017, the Polish Committee for Standardization continued working as part of the “SME Working Group” at the CCMC (CEN CENELEC Management Centre). The work is intended to improve SMEs’ access to standards and the standardization process. In 2017, four priority projects of the group were continued:

- development of a Europe-wide system to inform SMEs of important standardization projects that meet their needs;
- preparation of a guide about developing standards while taking SMEs’ needs into consideration;
- cooperation with organisations representing SMEs;
- use of an e-learning course for SMEs organised under the auspices of the CCMC.

### Work program and development of standards

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

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

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

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

PKN is required to participate in the notification process conducted by the European standardization organizations: CEN, CENELEC and ETSI. The notification takes place on three levels:

- notification of proposed Polish homegrown standards (at the stage of notifying a standardization subject and its introduction to the PKN work program); in 2017 – 12 items;
- notification of PN-EN standards adopted by endorsement (in the original language) at the stage of PN-EN publication – in 2017 – 1699 items;
- notification of the Polish language versions of PN-EN standards at the stage of publication of the Polish version; in 2017 – 207 items.

In 2017, a total of 1,919 items were notified: 1,236 to CEN, 543 to CENELEC and 139 to ETSI.

### Review of PNs and withdrawals of standards

In 2017, a period review of PNs took place, covering 960 standardization subjects. Since 2014, the PN review has been conducted using the PZN (Polish Standardization Resource) tool.

- As a result of the review completed in 2017:
- 773 PNs remained valid;
  - 42 PNs need to be updated or amended;
  - 145 PNs have been withdrawn and not replaced.

Overall, as a result of the 2017 review and completion of the post-review actions agreed in 2016, 175 outdated PNs were withdrawn from the collection of Polish Standards.

## Cooperation with European and international standardization organizations

### IEC PKN COOPERATES WITH 177 TECHNICAL COMMITTEES (TC) AND SUBCOMMITTEES (SC)

IN THE WORK OF 104 WORKING GROUPS THERE WERE 70 EXPERTS FROM POLAND INVOLVED

Membership in IEC in 2017

Membership	Committees (TC)	Subcommittees (SC)	Total (TC and SC)
Participant (“P”)	33	16	49
Observer (“O”)	69	59	128

In 2017, PKN issued opinions on a total of 1,001 IEC working documents, including 564 relating to TC/SC, of which PKN is a “P” member. PKN issued opinions on 629 draft standards at final development stages (FDIS and CDV) and submitted remarks to 37 of them.

### ISO PKN COOPERATES WITH 641 TECHNICAL COMMITTEES (TC) AND SUBCOMMITTEES (SC)

IN THE WORK OF 147 WORKING GROUPS THERE WERE 111 EXPERTS FROM POLAND INVOLVED

Membership in ISO in 2017

Membership	Committees (TC)	Subcommittees (SC)	Total (TC and SC)
Participant (“P”)	63	155	218
Observer (“O”)	155	268	423

In 2017, PKN issued opinions on 3,184 ISO working documents, including 2,655 concerning TCs/SCs of which PKN is a “P” member. Last year, a total of 1,070 positions for voting on draft standards at the DIS, FDIS, DAM, or FDAM stage were submitted to ISO. Remarks were submitted with respect to 129 documents.

### CEN IN THE WORK OF 327 WORKING GROUPS THERE WERE 285 EXPERTS FROM POLAND INVOLVED

Opinions were issued on a total of 3,331 CEN working documents, including 1,745 draft European Standards – at the survey and voting stage. Content-related or editorial remarks were submitted with respect to 146 documents, including 122 drafts at the survey and voting stage.

### CENELEC IN THE WORK OF 23 WORKING GROUPS THERE WERE 22 EXPERTS FROM POLAND INVOLVED

Opinions were issued on 757 CENELEC working documents, including 745 draft European Standards at the survey and voting stage. Content-related or editorial remarks were submitted with respect to 48 drafts.

### ETSI PKN SUBMITTED ITS POSITIONS ON 138 DRAFT ETSI (prETSI EN) STANDARDS



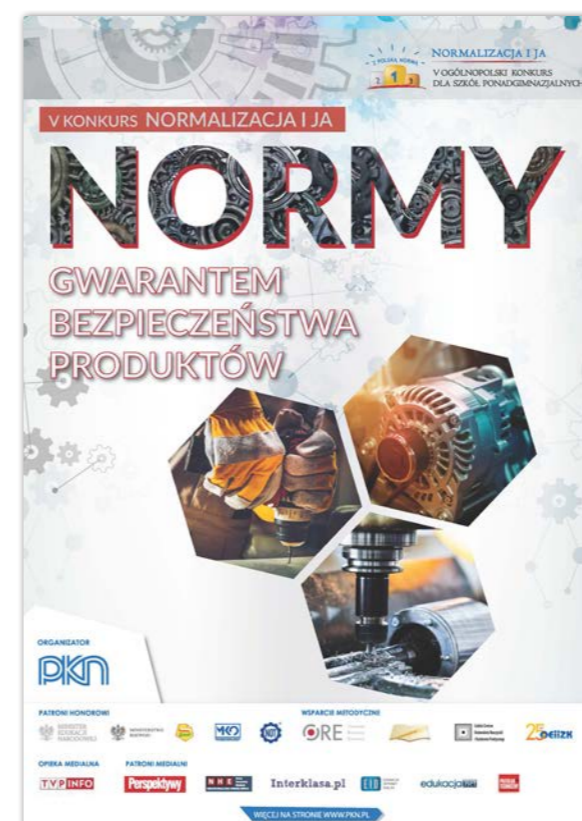


# Education about Standardization

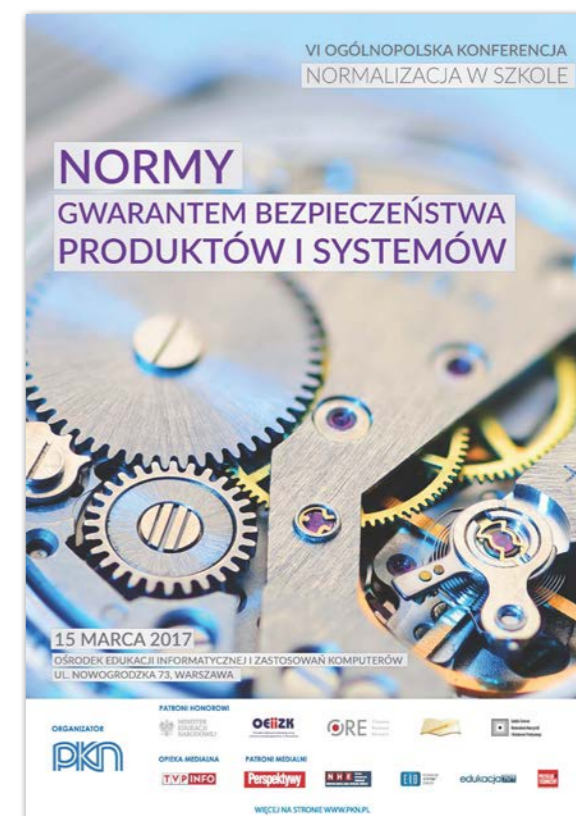
The objective of the standardization education strategy is to promote standardization and to help to introduce standardization essentials into school and university curricula.

## Secondary education

**5th “Standardization and Me” National Competition** addressed to students and teachers from secondary schools. The theme of the 5th “Standardization and Me” National Competition is “Standards as a Guarantee of Product Safety”. More than 170 people responded to the announcement of the competition. About 152 entries were submitted. Students prepared 133 projects in three categories, including comic strips, essays and videos. Teachers developed 19 lesson plans (February 2017).



**6th Polish “Standardization at School” Conference**, with its main theme of “Standards as a Guarantee of Product and System Safety”. The conference was intended for headmasters, teachers and representatives of regional education authorities and managing bodies. At the event, awards were handed over to the winners of the 5th competition titled “Standardization and Me”. For the third time, the honorary title of the “Promoter of Standardization Education” was granted (March 2017).







**Initiation of the 6th “Standardization and Me” National Competition** with the overarching theme of “Standards in Environmental Protection”. The competition is intended to raise the young generation’s awareness of standards and standardization in everyday life and to encourage teachers to introduce standardization themes and information about the relevance of standards as themes discussed in class (October 2017).

**4th Nationwide “IT Security at Schools and Education Facilities”** Conference in cooperation with the Centre for IT Education and Computer Applications. One of the key themes addressed at the conference was the General Data Protection Regulation (GDPR) which emphasizes the appropriate protection of processed information, also in education facilities (October 2017).

## Competitions and substantive assistance concerning standardization education in high schools

- A standardization seminar with the participation of students from technical schools in Krotoszyn (as part of a series of seminars initiated by the Polish Committee for Standardization) (February 2017).
- A visit to the Secondary School Complex No. 4 in Siedlce (May 2017).
- A visit to the Szczepan Humbert Mechanical School Complex No. 1 in Krakow (June 2017).
- A visit to the Vocational School Complex No. 2 in Starachowice (September 2017).
- A visit to the Technical and Electronic School Complex in Kalisz (November 2017).
- A visit to General Józef Kustroń School Complex in Lubaczów (November 2017).
- The 2nd inter-school Competition about Standardization Knowledge at the Electrical School Complex in Białystok.
- Final stage of the Regional Standardization Knowledge Competition at the Vocational School Complex No. 2 in Starachowice (December 2017).



## Meetings, seminars and conferences

- Participation in the 5th Conference of Vocational School Principals in Stryków (April 2017).
- A meeting to celebrate the anniversary of the Stanisław Noakowski Architecture, Construction and General Secondary School Complex in Warsaw (October 2017).
- Participation in the “Standardization Education at a Vocational School” Conference at the Hugo Kołłątaj General Education Secondary School No. 1 in Krotoszyn (November 2017).
- A meeting with the Chief Education Office of the Podkarpace Region to discuss a new curriculum for vocational schools (November 2017).
- Participation in the “Contemporary challenges for all types of vocational schools” conference organized by the Łódź Centre for Teacher Training and Practical Education.

## Cooperation with higher education centres

- Participation in the seminar entitled: “Standardization – an essential tool to ensure a competitive edge and improve business opportunities for companies” held at the Jagiellonian University (March 2017).
- Participation in the “Innovation Engineering” scientific conference at the Jacob de Clusa Academy in Gorzów Wielkopolski (April 2017).
- Participation in the seminar entitled: “Standardization – not only for engineers” at the Zielona Góra University (May 2017).
- The “Standardization – not only for engineers” conference at the Łódź University of Technology.
- Initiating activities to incorporate standardization essentials into the curricula of higher education facilities.
- Liaising with the management of the Warsaw University of Technology to promote standardization-related themes at the university.
- Establishing a working relationship with the AGH University of Science and Technology in Krakow.





photo S.Alias / Adobe Stock

# External Relations

## International relations

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

PKN is a member of international and European standardization organizations, such as: IEC – International Electrotechnical Commission, ISO – International Organization for Standardization, CEN – European Committee for Standardization, CENELEC – European Committee for Electrotechnical Standardization and a national standardization organization at ETSI – European Telecommunications Standards Institute. Thanks to its membership in these organisations, PKN enables Polish stakeholders to be actively involved in the standardization work of European and international institutions. Representatives and delegates of PKN represent the interests of the Polish standardization system and Polish stakeholders in the management authorities and technical bodies of international and European standardization organizations. In 2017, PKN's delegates took part in the following meetings: 81st IEC General Meeting, 40th ISO General Assembly, 48th and 49th ETSI/NSO Meeting, Annual Session of CEN-CENELEC and: CENELEC Administrative Council meetings (CLC/CA) and CEN and CENELEC General Assemblies (CEN/AG and CENELEC/AG), meetings of CEN and CENELEC Technical Councils (BT), CENELEC Administration Council Policy Working Group, European Forum of Standard Distributors (EFSD), as well as the

meetings of CENELEC Technical Council working group “BT Efficiency” (CLC/BTWG 128-3 “BT Efficiency”).

Being actively involved in the work of standardization organizations, PKN managed or supervised the functioning of the following secretariats of technical committees or subcommittees: ISO/TC 98, ISO/TC 98/SC 2, IEC/TC 27 and CENELEC reporting secretariats (CLC/SR 27 and CLC/SR 90).

## Meeting with UEAPME and SBS

On 3 October 2017, a meeting was held at the PKN offices for PKN representatives and the management of two EU institutions, i.e. the European Association of Craft, Small and Medium-Sized Enterprises (UEAPME) and the European Small Business Standards association, which represents SMEs and supports their involvement in standardization. The meeting was also attended by representatives of the Polish Craft Association (ZRP).

Topics under discussion included the ways to involve small and medium-sized enterprises (SMEs) in standardization work – both actively (by participating in standardization work) and passively (use of standards). Debates during the meeting revolved around e.g. the guides developed by European standardization organisations in collaboration with ISO – “CEN-CENELEC Guide 17” and “ISO/IEC Guide 17”, which include tips for people and enterprises involved in the development of European and international standards. During the meeting, guests from UEAPME and SBS also presented their own ideas about engaging SMEs in standardization work. It was also an opportunity to identify potential areas of collaboration.



## Mandated Body

On 18 October 2017 the Polish Committee for Standardization became a Mandated Body (MB) at the European Commission. The MB status complies with the new requirements included in the “Twinning Manual 2017” which entered into force on 1 July 2017, introducing new regulations about the implementation of twinning projects funded by the European Commission. “Twinning Manual 2017” includes additional requirements with respect to some European institutions which do not belong to government administration. The amendment also included some Polish public institutions which do not form part of public administration, which were obligated to once again undergo the procedures required to implement twinning projects.

## Participation of PKN management in the 51st EASC Session

As part of efforts intended to maintain working relationships with standardization units of Polish eastern neighbours, a PKN delegation headed by Jolanta Kochańska, PKN Vice-President in charge of Standardization, participated in the Annual Session of the Interstate Council for Standardization, Metrology and Certification (EASC). The EASC meeting was held on 29 May – 2 June in Baku, the capital of Azerbaijan. The meeting was organised by the Azerbaijani standardization body - National Committee for Standardization, Metrology and Patents of the Republic of Azerbaijan (AZSTAND). It was the 51st session of the Interstate Council for Standardization, Metrology and Certification.



During the plenary session, the participants discussed, inter alia, the issues concerning the development of standards and technical regulations in EASC countries, taking into account international and European solutions. The EASC session was a formal celebration of the 25th anniversary of the organisation. The session was thus accompanied by a special conference entitled: “25 years of coordinated policy implementation in standardization, metrology and certification”. Regular participation of PKN representatives in the meetings of the Council favours the formation of profound relationships and promotes more frequent contacts with their EASC counterparts.

## The Baltic Standards Forum

On 22-26 August 2017, another Baltic Standards Forum (BSF) took place. Besides the Polish Committee for Standardization, the BSF brings together standardization bodies from Lithuania (LST), Latvia (LVS) and Estonia (EVS). This time, it was hosted by the Latvian Standardization Body (LVS) and the meeting was held in Kuldīga, one of the oldest towns in Latvian Courland. During the plenary session, participants presented the accomplishments, changes and activities taken up or completed since the previous Forum. Working group meetings focused on problems shared by all the participating parties.

Discussions revolved around topics such as the reorganisation of the CEN-CENELEC Management Centre and possible changes to membership structure, practices concerning the development of national language versions of standards, the possibility to develop common national attachments for countries participating in BSF; experience has been shared as regards ways to make technical committee members more active, as well as regards services, customer support and online access to standards.

The next Baltic Standards Forum will be held in Poland.

## Visit of the CENELEC President-Elect and CEB-BEC Secretary General

The challenges faced by the next CENELEC President and the vision of the future of CENELEC are only some of the topics discussed on 5 September 2017 during the visit by President-Elect Dany Sturtewagen and Jo Cops – Secretary General of CEB-BEC (Belgian Electrotechnical Committee). The meeting was attended by Tomasz Schweitzer – President of PKN, Jolanta Kochańska – Vice-President of PKN and Ewa Zielińska – Director of the External Relations Department. During the visit, relationships with the European Commission and CENELEC membership model were discussed. Ideas were also exchanged about CLC activities and our expectations as regards the future actions of the European Electrotechnical Standardization Committee were presented.

## CENELEC BTWG 128-3 “BT Efficiency”

On 6 September 2017 at the premises of PKN, a meeting of the CLC/BTWG 128-3 Working Group was held. The task of the group is to develop and suggest solutions concerning the matters submitted by the CENELEC Technical Council. Such matters include technical work management, new standardization topics, procedures or the appointment of technical committees in new areas. Participants of the meeting included members of CLC/BT from Italy, Belgium, France, Austria, Germany, Norway, Switzerland, Denmark, Spain, Ireland, Finland and Poland.

## Meetings with DKE management

Options for closer bilateral collaboration and an exchange of ideas about international and European standardization policy and the creation of programmes for young professionals were the main topics of the meeting held on 23 October at PKN. DKE was represented by: Michael Teigeler - DKE Managing Director, Yuanchao Chen, responsible for bilateral collaboration, and Florian Spittler – “Young DKE Generation” Programme Leader.







### 53rd EFSD meeting

On 26 and 27 October 2017, PKN hosted the 53rd session of the European Forum of Standard Distributors. Its meetings are organised twice a year and the event in Warsaw was the first one held in line with the new model, which relies on the dynamic participation of all Forum members in the discussion. During the meeting, sales and marketing reports were discussed, as well as the impact of GDPR on sales, the ISO and IEC strategy, communication with customers and education activities. The Warsaw meeting brought together 33 delegates representing 20 standardization units which belong to CEN and CENELEC, as well as ISO and IEC.

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

In 2017, a total of three meetings of the European Commission Standards Committee were held. A representative of PKN attended them as a deputy of the national member, i.e. a representative of the former Ministry of Development. This form of participation in the meetings of the Committee makes it possible to present the national position, reflecting the needs of national standardization, and to monitor the operation of the European Union standardization policy by the European Commission.



### Correspondence with Polish authorities

In 2017, PKN's External Relations Department was engaged in an intensive exchange of correspondence with Polish central authorities, especially with the Ministry of Development and the Ministry of Foreign Affairs. The correspondence and ongoing information exchange mainly concerned the activities undertaken by PKN with respect to the technical and standardization policy, as well as collaboration with standardization units from other countries. The information provided by PKN concerned the scope and nature of collaboration between PKN and European standardization organisations, competent standardization units from Belarus, Ukraine, Moldova, Azerbaijan, Georgia and Armenia, as well as non-European countries, including: Kazakhstan and Taiwan.

Correspondence with central authorities also concerned the coordination of activities undertaken by PKN with those implemented by other Polish institutions.

## Activities in Poland

The tasks of the External Relations Department include the promotion of the voluntary standardization system, e.g. by preparing and coordinating the participation of PKN representatives in conferences, seminars, etc., issuing opinions on requests for PKN patronage, updating the content of PKN's website and [wiedza.pkn.pl](http://wiedza.pkn.pl), as well as the publication of the *Wiadomości PKN. Normalizacja* monthly.



### Polish Standardization Day

The 2017 Polish Standardization Day was celebrated with the motto "Standardization for Smart Cities". During the conference, various aspects of standardization supporting the development of smart cities and metropolitan areas were presented. The invited speakers touched upon the following topics:

- Smart City in National Urban Policy 2023;
- International, regional and national standardization initiatives for the smart city, i.e. effective methods of stakeholder involvement;
- Standardised indicators of the quality of urban services as a tool for the evaluation of various areas of development of a sustainable city according to PN-ISO 37120;
- How to transform Polish cities to develop "smart cities" and is it worth the effort?
- Smart power management and smart and sustainable city development;
- Integrated smart city management: ISO 37120 and urban geographic information system (GIS).



At the closing of the conference, PKN awarded the STANDARDIZATION COMPASS prize to the Oil and Gas Institute – National Research Institute.

Participants of the conference included representatives of SMEs, public administration, the academic community and professional federations and associations.

The following partners assumed honorary patronage over the event: Ministry of Development, Polish Information Processing Society and the Centre for Studies on Digital Government.

### 2nd Standardization for Smart Cities Conference

Due to the huge interest in smart cities, on 16 November PKN organised the second edition of the Standardization for Smart Cities Conference.

The participants discussed how standardization shapes and supports the cities of the future. The topics discussed included standardization initiatives, safety in the implementation of smart city strategies, the objectives, benefits and challenges in the transformation towards a smart city and the PN-ISO 37120 conformity certification. The Deputy Mayor of Gdynia, the first Polish certified smart city, discussed its experience with certification.

The conference was received with huge interest among local government representatives, as well as small and medium-sized enterprises from various industries.

Honorary Patronage: Ministry of Development, Polish Information Processing Society and the Centre for Studies on Digital Government.



## PKN's image-building activities

### 1 "Wiadomości PKN" monthly

The monthly of the Polish Committee for Standardization is issued in an electronic format and can be downloaded for free from [www.pkn.pl](http://www.pkn.pl). It features articles dedicated to the activities of PKN and standardization work in Poland, the EU and elsewhere in the world. Each issue contains articles concerning the standardization of important areas of various economy sectors.

In 2017, besides the 12 monthly issues of "Wiadomości PKN. Normalizacja", two special themed issues were published, focusing on smart cities and air quality in the context of sustainable transport.

Smart cities is a topic which has now gained in relevance. Cities already are the main centres of European economy and innovation, at the same time being a key source of pollution and greenhouse gases. It is estimated that the number of city-dwellers will double by 2050. All cities must therefore face up to challenges related to improving energy efficiency, infrastructure, transport and communication. In order to ensure sustainable development of urban areas and enhance the quality of life they offer, these topics must be treated as a priority and be solved in a comprehensive and integrated manner. Standards have a key role to play in this respect. This has been discussed in detail in the themed issue. Moreover, the publication about SMART CITY went hand in hand with the celebrations of the Polish Standardization Day and the accompanying conference. The special issue of the magazine included articles penned by conference speakers.

Air quality in Poland is among the poorest in Europe. The situation is especially dire when it comes to PM10, PM2.5 and benzo[a]pyrene pollution. Large agglomerations also suffer from air pollution due to ozone and nitrogen oxides. According to a report by the European Environmental Agency (EEA figures for 2013), only Bulgaria has greater PM10 pollution levels than Poland. Poor air quality is also reflected in data provided by the Chief Environmental Protection Inspectorate.



On a nationwide scale, road transport accounts for ca. 5% of all air pollution. It ranks on a par with the industry. The share of vehicles in overall pollution emissions is much higher in areas with greater traffic congestion. For example, in Warsaw road transport accounts for 40% of PM10 emissions, 20% of PM2.5 emissions and 15% of benzo[a]pyrene emissions. The significant share of road transport in air pollution in Poland has several reasons: the dynamic increase in the number of cars, poor technical condition of the vehicles and their old age, as well as the lack of appropriate road infrastructure. The issue includes articles about electric cars as mobile energy storage units in the V2G model, i.e. as elements of future smart networks, about EV, greenhouse gases, air quality and pollution analysis methods.

### 2 A new website

In April 2017, the new website of the Polish Committee for Standardization was launched. We wanted the website to meet the needs of all users: those who are only now becoming familiar with standardization, those who make active part of standardization processes and those interested in the purchase of standards or other standardization products or services.

The new website has been modernized and improved in terms of:

- readability – so that all content is presented in a more intuitive way to make it more easily accessible;

- functionality – to integrate information included in PKN's systems and on its other websites;
- accessibility – the new website is compatible with mobile devices (tablets, smartphones), is served by the most modern browsers and complies with the recommendations of the WCAG 2.0 document;
- graphic design – to try and combine modern solutions with ease of use and users' expectations.





### 3 Social media

Social media have become a natural platform for the exchange of information, transforming the way we communicate. Information posted on social networking sites (Facebook, LinkedIn and Twitter) is accessible, useful, readily available and durable. The content published in social media is disseminated quickly and can reach a vast community of users.

PKN made its social media debut on 16 May 2017. The inauguration date was related to the Smart Cities campaign which promoted the Polish Standardization Day (20 May). The social media feature relevant information about standardization in the context of interesting topics (such as: Smart Cities, cybersecurity, personal data protection, air quality, environmentally friendly transportation, energy efficiency, etc.), relevant standardization topics (standard amendments, new KT establishment, publication of important documents or accounts concerning meetings with representatives of other standardization organisations), as well as PKN-related matters (publication of new issues of "Wiadomości PKN", job ads, information about training courses and conferences offered, working group meetings and the "Standardization and Me" competition, etc.



Posts and campaigns of international and European standardization organisations (ISO, IEC, CEN and CENELEC) are shared.

Statistics:

- FB: 221 followers, 208 profile likes;
- Twitter: 61 followers, 43 followed;
- LinkedIn: 81 followers;
- Each post reaches between ca. 150 and 23,000 people.

PKN's presence in social media has a positive impact on quick interactions with stakeholders and enables the provision of feedback about how interesting a particular topic is; it also makes it easier for information to reach a broader group of recipients and creates an ever greater community (organisations, institutions, officers, universities, private individuals) already interested in standardization or only now becoming familiar with it.



# Products and services

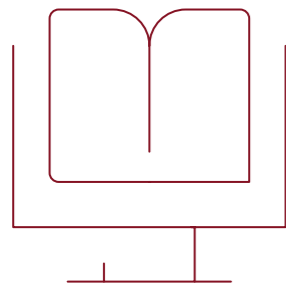
## Product sales in 2017 (gross values in PLN)

10,313,159	PN, PKN, other publications
1,042,925	Online standards (Normy On-line)
629,029	International standards
281,499	e-Access (e-Dostęp)
97,374	Files for reading
8,724	Results of standardization deliverables + Wiadomości PKN themed editions
1,291	Library

**TOTAL: 12,374,001**

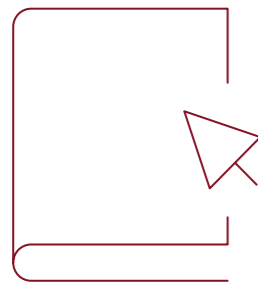
## Service sales (gross values in PLN)

	2016	2017
Traditional training	107,130	165,424
Work with higher education institutions (providing access to collections and related audits of the Information Security Management System)	164,082	125,251
Certification of conformity with PN	22,704	26,196
Specialist information	15,948	14,845
E-learning	8,114	11,833
Reprints	3,973	1,357
<b>TOTAL:</b>	<b>321,951</b>	<b>344,906</b>



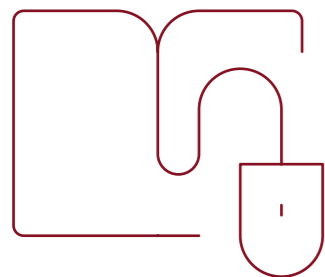
## Reading Room (Czytelnia)

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



## Library

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



## e-Access (e-Dostęp)

Service whereby on-line access is granted to an up-to-date collection of standards defined by the client. 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.



## Online standards (Normy On-line)

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

## Trainings

### Traditional training

- ISMS internal auditor in accordance with PN-ISO/IEC 27001:2014-12 with an update according to PN-EN ISO/IEC 27001:2017-06
- ISO 9001:2015 – a review of key changes
- Quality of life in cities according to PN-ISO 37120:2015-03
- Personal data protection at schools – GDPR changes
- Basics of GDPR – Personal data protection
- The essentials of Polish standards and standardization deliverables

### Closed training

- ISMS internal auditor in accordance with PN-ISO/IEC 27001:2014-12 updated according to PN-EN ISO/IEC 27001:2017-06
- Introduction to IT service management according to ISO/IEC 20000

### E-learning

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

Training type	Number of training courses completed	Number training participants
Traditional open training	18	233
Traditional closed training	3	94
e-learning	4	74
<b>Sum</b>	<b>25</b>	<b>401</b>







## PN and Keymark Certification

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

The figures as at 31 December 2017 are as follows:

- product certification bodies (JCWs) – bodies authorized by the PKN President to certify PN conformity and award PN Mark rights: 6 (no change with respect to 2016);
- valid PN certificates: 16 (including: 8 certificates issued by authorized JCWs, +2 certificates as compared to 2016; 8 certificates issued by PKN, +3 certificates as compared to 2016).

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

## PN Mark promotional activities:

- participation of WSP employees in training courses organised by PKN and in meetings with parties potentially interested in the PN Mark;
- continued implementation of a discount policy for holders of PN and JCW certificates.

Further work will aim to enhance the position of the PN Mark and to convince stakeholders that the PN Mark is of vital importance in the voluntary system of product conformity assessment. This is because the PN Mark affords a greater assurance as to the quality of the product that bears it, indicating that both the product and its manufacturing process are regularly examined and monitored by an independent third party.

In subsequent years, PKN will continue promotional activities and voluntary certification in three selected areas:

- the area of city services and quality of life in accordance with the requirements of PN-ISO 37120 Sustainable development of communities – Indicators for city services and quality of life;
- consumer product certification;
- the sector of services covered by Polish Standards.

## PKN's publishing activity

### Polish Standards and Polish Standardization Deliverables

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

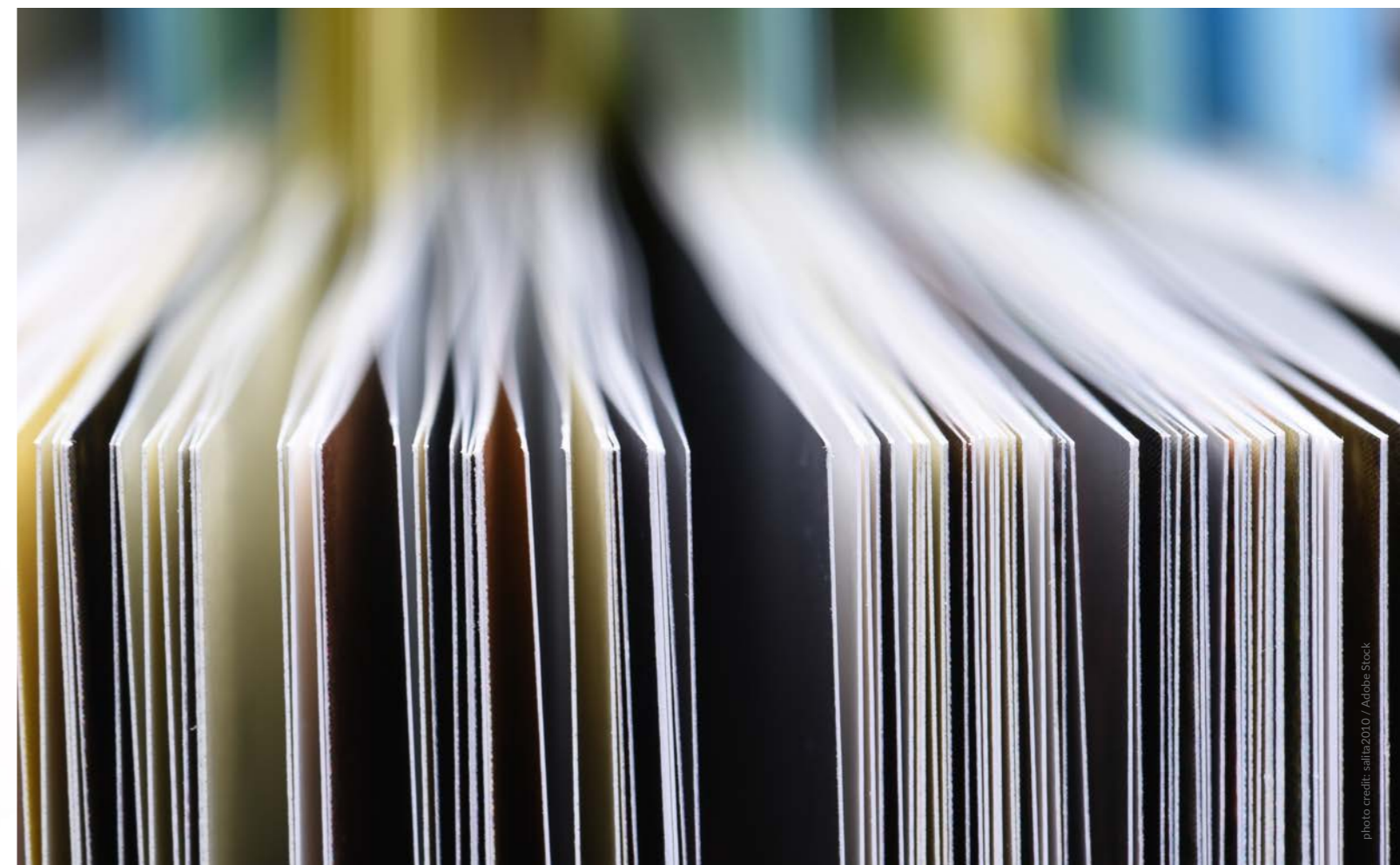
The publishing work connected with the publication of PNs and PDNs is aimed to prepare the content of those documents for recording in the PDF format. A PDF template is used to distribute them in the selected format:

- file downloaded directly by the client in the online store; access to the file through the E-Dostęp or Normy on-line service;
- file on a CDR – a ready-made set relating to a specific theme or a customer-specified set of standards;
- file printing – on request – as per customer order.

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

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

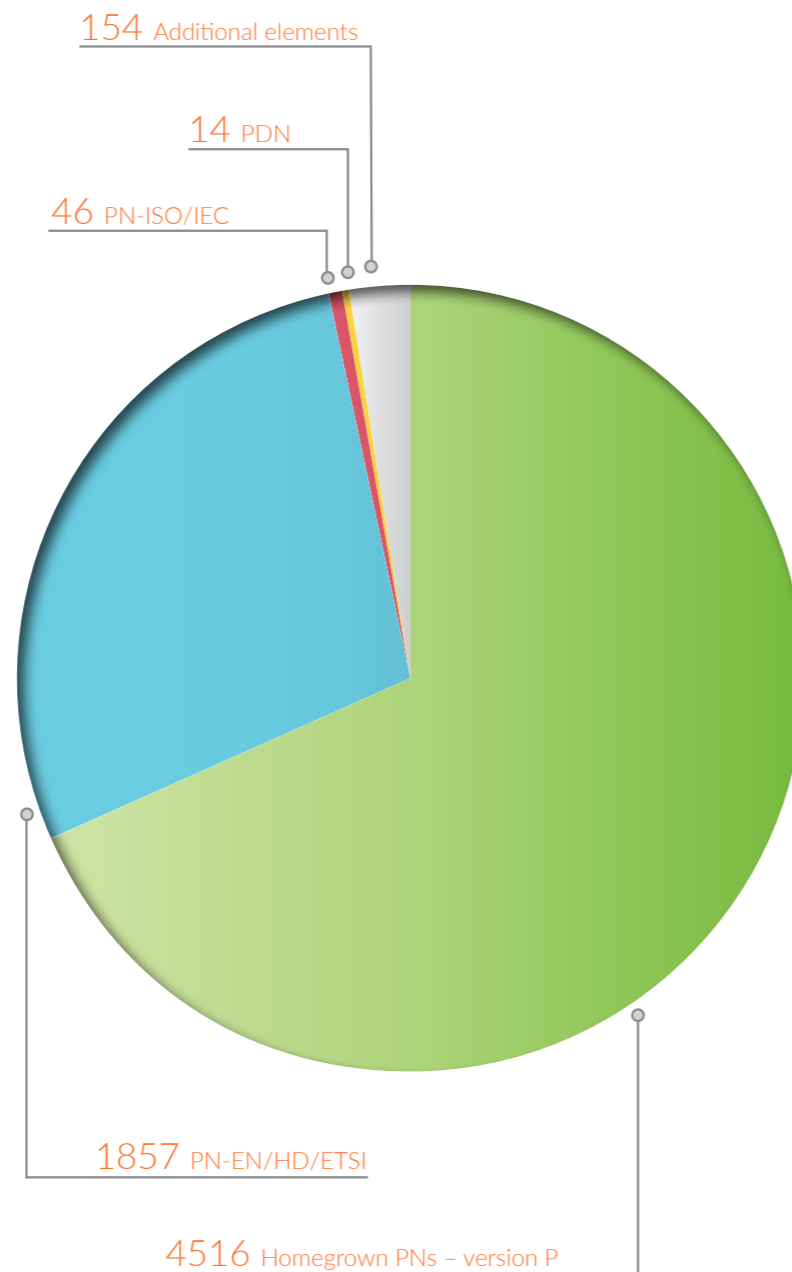
In 2017, the electronic collection of PNs and PDNs was expanded to include PDF versions of 6,587 PNs/PDNs, including 4,769 in Polish (P), 1,803 in English (E), 7 in German (D) and 8 in French (F).



### Growth of the electronic PN and PDN collection

Document type	Number of PDF files
Homegrown PNs – version P:	4,516
newly approved PNs	25
archive PNs	4,491
PN-EN/HD/ETSI:	1,857
version E	1,649
version P	193
version D	7
version F	8
PN-ISO/IEC:	46
version E	22
version P	24
PDN:	14
version E	10
version P	4
version D	0
Additional elements*):	154
version P	32
version E	122
<b>Total:</b>	<b>6,587</b>

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

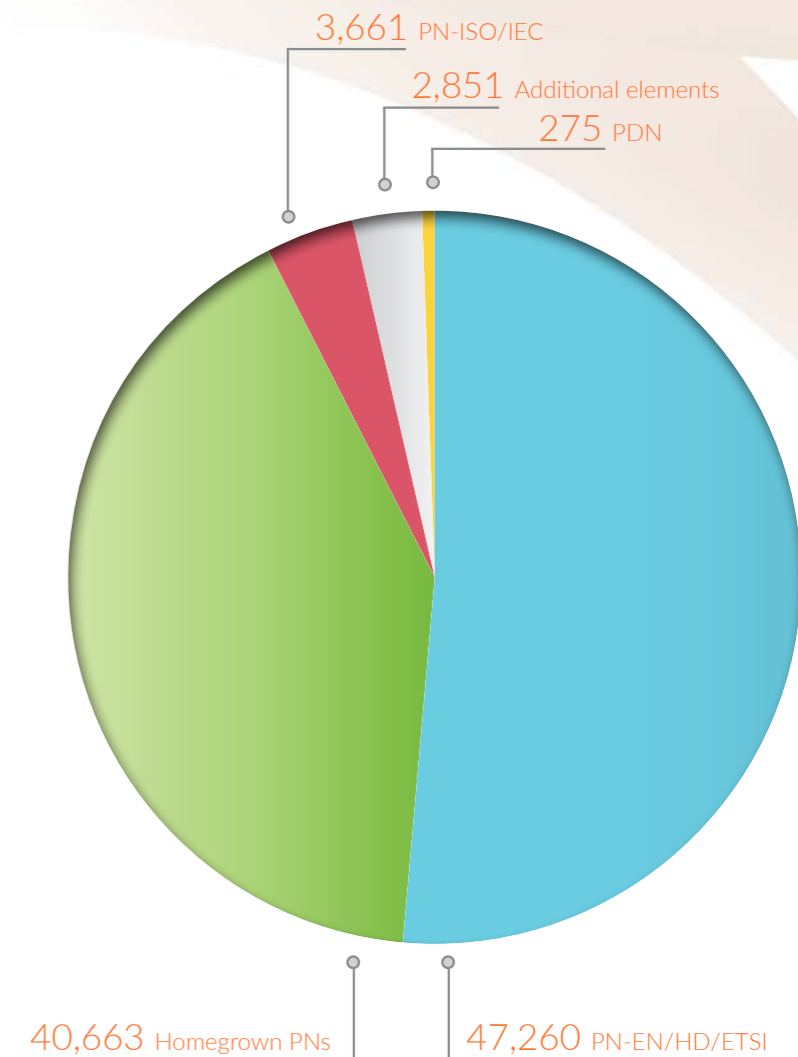


### Status of the electronic PN and PDN collection\*

Document type	Number of PDF files
Homegrown PNs	40,663
PN-EN/HD/ETSI:	47,260
version E	28,657
version P	16,913
version D	1,583
version F	107
PN-ISO/IEC:	3,661
version E	40
version P	3,621
PDN:	275
version E	137
version P	137
version D	1
Additional elements:	2,851
NA/IS	92
Ap/AC/ERRATA	2,759
<b>Total:</b>	<b>94,710</b>

\* as at 29 December 2017

All the valid documents (more than 29,000) are included in the collection.



### Virtualization of the PN/PDN collection

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

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

### In 2017, the following were converted to the xml format:

- 278 newly published PNs/PDNs in the Polish language version;
  - 5353 valid PNs/PDNs in the English language version published since Q3 2015;
- terms and definitions were marked in PNs/PDNs in the Polish language version published between 2013 and 2015.

As at 29 December 2017, the PN and PDN collection in xml included 43,447 documents and contained all valid PNs and PDNs in the Polish and English language version published until the end of 2017.





# Finance

## Execution of the financial plan

The legal basis for the financial management at PKN includes:

1. The Accounting Act of 29 September 1994 (Journal of Laws of 2009, no. 152, item 1223, as amended);
2. The Act of 27 August 2009 on Public Finance (Journal of Laws No. 157, item 1240, as amended) and its secondary legislation;
3. Regulation of the Minister of Finance of 5 July 2010 on special accounting policies and charts of accounts for state budgets, budgets of local governments, state budget-funded entities, self-governmental state budget-funded entities, state special-purpose funds and state budget-funded entities established outside the territory of the Republic of Poland (Journal of Laws No. 128, item 861, as amended);

4. Regulation of the Minister of Finance of 2 March 2010 on the detailed classification of revenues, expenses, income, spending and receipts from foreign sources (Journal of Laws No. 38, item 207, as amended);

5. Financial instruction at the Polish Committee for Standardization;

6. Accounting policy at the Polish Committee for Standardization.

In 2017, financial management was based on the Annual Plan approved by the President of PKN. This plan includes budget expenses and revenues.

## Budget Revenues

PKN revenues are non-taxable, and relate to section 75002 – Polish Committee for Standardization.

PKN obtains revenues from the following sources:

Plan and execution of budget revenues					Amounts in PLN thousand
No.	Item	Execution in 2016	Plan as per the act for 2017	Execution in 2017	Execution vs. plan for 2017 in %
1	Proceeds from the sale of Polish Standards, PKN's own publications, information and certification activity	8,963.4	9,070	9,120.2	100.6
2	Proceeds from license fees for standardization services	1,006.5	800	1,242.1	155.3
3	Proceeds from training	105.2	100	158.0	158.0
4	Sale of assets	0.9	0	10.7	-
5	Standards on request	73.8	60	75.6	126.0
6	Proceeds from various sources	326.9	300	354.8	118.3
7	Interest expense	0.5	0	0.2	-
8	Financial penalties	3.8	0	6.8	-
<b>Total:</b>		<b>10,481.0</b>	<b>10,330</b>	<b>10,968.4</b>	<b>106.2</b>

In 2017, PKN's revenues were PLN 10,968.4 thousand, i.e. 106.2% of the planned revenues.

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

The key item in the 2017 revenue structure, amounting to PLN 9,120.2 thousand, is revenues from the sale of Polish Standards, own publications and information and certification activities. In this group of revenues, the actual result was 0.6% higher than the plan.

Revenues from fees for licenses to normalization deliverables were PLN 1,242.1, up 155.3% on the plan. Revenue execution was higher than planned for 2017, as this item includes Online standards and E-access – products which have only recently been added to PKN's product offering. There is no historical data for planning use. The plan was prepared conservatively and with no excessive optimism as regards the development of these services.

In 2017, revenues from training for external customers were PLN 158 thousand, i.e. 158% of the planned value. Higher than planned revenues resulted from further development of training programmes for external clients. As compared to 2016, four new traditional training programmes were added. One more closed training course entitled: "Introduction to IT service management according to ISO/IEC 20000" was held.

Sales of e-learning courses continued. The number of buyers increased from 48 in 2016 to 74 in 2017. The "From ISO 9001 to a quality management system" training course, launched in December 2016, was the most popular in 2017.

In 2017, used computer equipment and furniture were sold for PLN 10.7 thousand.

Income from the development of standards requested by customers was PLN 75.6 thousand, up 26% on the plan. In the present economic environment there is a need for the development of homegrown Polish Standards as original Polish solutions. Such standards may be developed on the condition that their scope does not overlap with European standardization.

This is verified by means of a notification, whereby stakeholders are advised that the standard is planned to be developed. If the European organizations do not express their interest in the subject, the standard may be developed. Draft standards are created by interested customers using their own funds. Moreover, they cover the costs incurred by PKN in relation to the notification and standard development process. PKN is unable to determine the precise demand of the community in this regard. This situation depends in its entirety on the clients. When planning related income on the basis of estimates and data for previous years, it is impossible to predict what and how many standardization initiatives will be in demand.

In 2017, proceeds on account of different income lines were PLN 354.8 thousand, up 18.3% on the plan. The above figure included, inter alia, royalties paid by international standardization organizations for the sales of international standards to Polish clients; refund of legal fees, refund of prior years' expenses and refund of the costs of judicial proceedings.

Furthermore, in 2017, PKN received interests of PLN 200 on account of late payments.

In 2017, it also received PLN 6.8 thousand in revenue from liquidated damages due to PKN for improper performance of agreements.

### Budget Expenses

PKN's budget expenses are financed from:

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

The planned budget expenses according to the 2017 Budget Act amounted to PLN 34,272 thousand.

### The following expenses were made in 2017 (in thousands of PLN):

Item	2016	2017		
	Execution	Plan	Execution	Execution (in %)
1	2	3	4	5
Section 750 – Public administration	31,227	34,268	31,846	93
Section 75002		34,268	31,846	93
A – Personnel expenses	80	63	22	35
B – Total overheads	30,354	32,664	30,512	93
C – Capital expenses	793	1,541	1,312	85
Section 752 – National defence	4	4	4	100





[www.pkn.pl](http://www.pkn.pl)