

# Polish Committee for Standardization

## Annual Report 2007



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Ladies and Gentlemen,

Last year brought a number of events significant for standardization in Poland and for the Polish Committee for Standardization (PKN). First of all, with a great contribution of the Legal Department of the Chancellery of the Prime Minister, a new draft Standardization Act was drawn up. The Act was expected to come into effect on January 1, 2008, thus ending the process of harmonization of the Polish standardization system with the systems used in other European countries. This process began back in 1994. Unfortunately, after the acceptance by the inter-ministerial consultation conference, the Prime Minister Chancellery decided not to forward the draft to the Council of Ministers for approval. The premature parliamentary elections in Poland resulted in a postponement of further works on the draft Act for indefinite time. The situation is disadvantageous for Polish standardization. The system established by the Act of 2002 enabling PKN to meet the conditions necessary for membership in CEN and CENELEC and to operate within the European system in the first period after the accession to the EU is gradually becoming ineffective. If the required system changes are not introduced, PKN and, consequently, Polish standardization as such will become inefficient.

In June, the first term of office of the Standardization Council of PKN appointed in 2004 ended. Elections to the second-term Council began in April 2007. The Council in its new composition met for the first time in December 2007. I am pleased to announce that Professor Stanisław Tkaczyk was re-elected the President of the Council.

Also in June 2007, for the first time an open competition was organized for the position of PKN President. The competition was carried out in accordance with the rules laid down in the amendment to the Standardization Act, as introduced by the Act on Public Sector Human Resource and High-Level Public Officials. The competition was announced by the Prime Minister and carried out by the National School of Public Administration. The results were announced only one day after the elections to the Standardization Council ended, i.e. on November 9, 2007. The concurrence was coincidental.

The year 2007 saw the beginning of intensified measures aimed at increasing societal awareness of the role, position and benefits of standardization in the free market economy, as well as PKN tasks in the field of standards development. The implemented measures were differentiated so as to promote standardization among several target groups such as citizens as well micro, small, medium and large enterprises. PKN organized two promotional meetings: in Katowice and in Zielona Góra, both of which confirmed the need or even the necessity for such form of promotion.

Other methods of popularizing standardization and the voluntary standardization system included publication of PKN management's presentations in sectoral magazines and inserts into popular daily newspapers, and participation in conferences, anniversary conventions and similar events. All the activities are going to be continued.

In 2007, a change of the Polish Standards numbering system was introduced which was an important step for the standards users. Standards which came into effect before 1994 got new numbers written down using the notation applied since 1994 (until 2007, two numbering systems were in use).

The need for improved promotion of voluntary products certification for conformity with Polish Standards was emphasised. Measures undertaken in this area since 1994 have not been bringing the expected results. It was concluded that one of the reasons was the low marketing attractiveness of the mark. A new design of the mark was developed which, supported by adequate promotion measures, should soon become recognisable for consumers as a certificate of high quality of products.

As concerns quality, in October 2007, the Polish Centre for Testing and Certification (PCBC) carried out an audit as a result of which the certificate of PKN Quality Management System's compliance with the PN-EN ISO 9001 standard, originally awarded in 2001, was renewed.

The activity of PKN management on European level was highly appreciated by the European standardization community. The President of PKN was elected a member of CENELEC Administrative Board, the organization's second highest governing body after the General Assembly. PKN involvement in corporate-level work of European standardization organizations was also appreciated. My intention is to extend this involvement to the technical level, which extension has been adopted as PKN objective for the next years. However, the success in its achievement does not depend solely on PKN.

In 2007, the Polish Committee for Standardization continued to carry out the "Portal e-Norma" project co-financed from the European Union funds. Implementation of the sub-project "Management Cockpit" was also launched. This sub-project will contribute to more efficient and effective management of PKN with the use of state-of-the-art IT tools including a modern financial and accounting system, controlling system, etc. This is of particular importance in view of the new Standardization Act and the expected change of PKN legal status.

Tomasz Schweitzer, DSc  
President of the Polish Committee for Standardization

Warsaw, March 2008



Ladies and Gentlemen,

2007 was the 83<sup>rd</sup> year of activity of the Polish Committee for Standardization, our exceptional organization which for four years already has been operating within the realities of the European Union.

On November 9, 2007, the Polish Prime Minister appointed Mr. Tomasz Schweitzer, DSc, President of the Polish Committee for Standardization. Dr Schweitzer, who has been employed at PKN for many years, is a renowned authority in the field of standardization both in Poland and abroad.

Last year the term of office of the first-term Standardization Council of PKN came to an end.

Pursuant to Article 20 point 1 of the Standardization Act of September 12, 2002, (see Dz.U. [Journal of Acts] No. 169 item 1386 with subsequent amendments), on April 29, 2007, Dr Schweitzer as the President of PKN announced elections to the second-term Standardization Council. The elections ended after over 6 months, and the first session of the newly elected Council was held on December 18, 2007.

The second-term Standardization Council is composed of 28 members including only 5 persons coming from the first-term composition. The newly elected members declared their intention to actively participate in the Council work. This is of special significance given the new challenges facing our Organization, particularly in relation to the still ongoing process of amendment of the Standardization Act.

I do hope that the changes will go in a good direction and result in maintenance of PKN intense activity in European and world organizations as well as in the involvement of Polish business communities in standards work.

It should be emphasised that in the complex conditions which occurred in 2007, PKN managed to fulfil all of its statutory tasks. This is confirmed by the implementation of 2686 standards work items provided for in the standardization workplan, and 296 work items beyond the plan's scope yet extremely important for our economy. Altogether, 2982 Polish Standards were approved, and:

- 2781 new PN [Polish Standard] titles were published,
- notification of 2712 standards was carried out,
- CEN and CENELEC member obligations in the field of reviewing draft European Standards and transposition of European Standards into the Polish Standards system were met in full,
- broad-scope information related to standardization was given,
- standards and other standars-related publications worth 8.8 million PLN were sold,
- training offer for external clients was broadened, and training courses for 217 persons were carried out,
- a campaign promoting PKN work and benefits of standardization was organized for managers of small and medium enterprises.

The renewal audit of the PKN Quality Management System implemented in 2007 was carried out successfully. The next stages of the IT project Portal e-Norma were also implemented.

The above is a brief presentation of our positive experience in 2007.

I would like to end by thanking the Board, all employees of PKN and members of the Standardization Council for all their hard work and effort put last year in the advancement of Polish Standardization.

Professor Stanisław Tkaczyk, DSc  
Chairman of the Standardization Council of PKN

Warsaw, March 2008



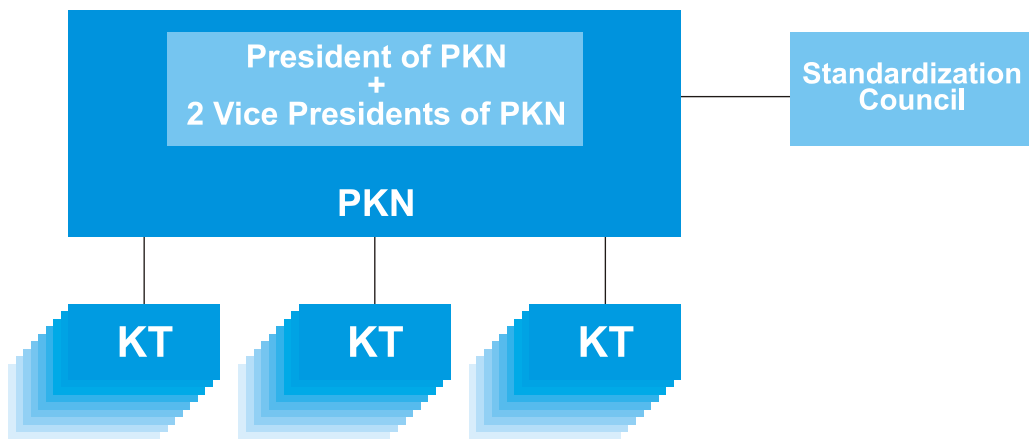
## 1. STANDARDIZATION SYSTEM

Since January 1, 2003, PKN has been operating on a strength Standardization Act of September 12, 2002 (see Dz.U. [Journal of Acts] No. 169 item 1386 with subsequent amendments).

The system operates in accordance with the main principles of standardization, i.e:

- openness and public availability,
- consideration of the public interest,
- voluntary participation in development and application of standards,
- ensuring possibility of participation in development of standards for all stakeholders,
- consensus as a basis of the process of setting the content of standards,
- independence of public administration and any interest groups,
- coherence and consistency of provisions of standards,
- use of proven achievements of science and technology,
- compliance with the rules of European and international standardization.

### Standardization in Poland



### Technical Committees

**Organization components of the Polish standardization system include:**

**1.1. Polish Committee for Standardization (PKN)** – national standardization body; public-budget entity with the status of the state organizational unit. The main tasks of PKN include:

- determination of the state and directions of standardization activities,
- organization and supervision of activities related to development and dissemination of Polish Standards and other standardization documents,
- approval and withdrawal of Polish Standards and other standardization documents,
- representation of the Republic of Poland in international and regional standards organizations, participation in their work, and representing Poland's national interests in matters concerning standardization,
- initiation and organization of work of Technical Committees,
- organization and carrying out of training, publishing, promotion and information activities with regard to standardization and related areas,
- issuing opinions on draft legal acts related to standardization,
- participation in the national notification system for standards and regulations.

On November 9, 2007, the Polish Prime Minister appointed Mr. Tomasz Schweitzer, DSc, President of the Polish Committee for Standardization. Since November 25, 2006, Dr Schweitzer was holding the post of Vice-President of PKN.

In 2007, pursuant to PKN President's motion, the Prime Minister amended the PKN Statutes. The changes consisted in:

- merger of the Legal Department and the HR, Payroll and Training Department,
- partition of the former Organization and IT Department into the Organization and Certification Department and the IT Department,
- liquidation of the position of Public Procurement Coordinator, and renaming the former Standards Information Centre to Standards Information Department.

The organizational changes aimed at increasing the effectiveness of PKN work are caused primarily by the necessity to prepare for the expected change of PKN legal status. The Organization and Certification Department was established in order to extend the certification system which in the future should bring about an increase in PKN self-generated revenue. The modified organization structure of PKN is annexed to this Annual Report.

In 2007 PKN had 298 full-time employees, including 131 employees in Standards Divisions. The size and structure of employment have not changed significantly over the last years. PKN employees include three persons holding the title of professor, and five persons holding doctor's degree. The share of employees with university-degree education increased by 1.8% as compared with the previous year.

**1.2. Technical Committees** – collective working bodies whose aim is to achieve the national standardization objectives through the development of Polish Standards and other standardization documents within specific subject areas. The Technical Committees (Polish abbreviation: KT) are composed of experts delegated to them by national administration bodies and organizations representing business, employers, consumers, professions, science and technology sector, universities, scientific institutions, as well as PKN employees.

In 2007, there was no change in the number of KTs in relation to the previous year. However, the location of 10 secretariats of Technical Committees changed. 5 secretariats came under the management of PKN, other 4 were relocated but remained under management of external units, and 1 was moved from PKN to an external body. External bodies long-term trend to resign from holding the secretariats is still visible. The most frequently given reason is the necessity to bear costs without getting measurable benefits in return.

This fact confirms the lack of managers' awareness of the significance of standardization for the economy and access to standardization-related information.

As a result of systematically conducted analysis of Technical Committee's scopes, subject ordering, and measures aimed at ensuring a cohesion of Polish standardization system with the European one, in 2007, the following activities were carried out:

- The KT 91 for Agricultural Seed Production and Agricultural Products was dissolved; its work was divided between KT 286 for Horticulture, and KT 92 for Plant and Animal Oils (later renamed to KT for Oil Plant Seeds, Plant and Animal Oils and their by-products). The work of CEN/TC 307 currently comes within the scope of work of KT 92;

- The KT 304 for Systemic Aspects of Electricity Supply was established. The committee secretariat is located within the structure of the Polish Electricity Transmission and Distribution Association in Poznań. The newly established committee covers the scope of ISO/TC 8 and CENELEC/TC 8X, before within the responsibility of KT 80 for General Issues in Power Grids;
- Scopes of 13 KTs were corrected.

**Table 1 – Technical Committees**

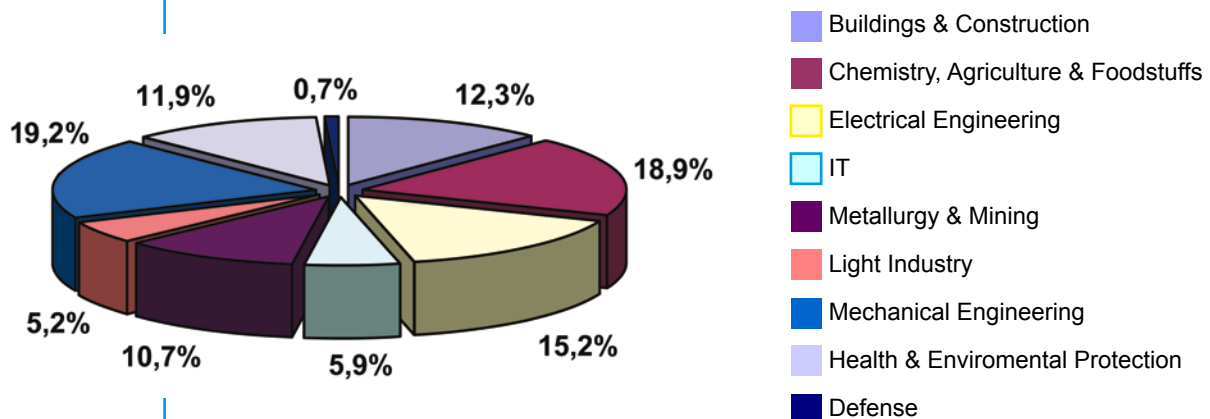
Standards Divisions coordinating KT activities	2004		2005		2006		2007	
	No. of KTs	No. of secretariats in PKN	No. of KTs	No. of secretariats in PKN	No. of KTs	No. of secretariats in PKN	No. of KTs	No. of secretariats in PKN
ZBD	33	13	33	16	33	16	<b>33</b>	<b>16</b>
ZCR	52	30	52	32	52	34	<b>51</b>	<b>35</b>
ZEL	39	22	40	23	40	24	<b>41</b>	<b>25</b>
ZIT	16	7	16	8	16	9	<b>16</b>	<b>10</b>
ZHG	29	14	29	14	29	14	<b>29</b>	<b>14</b>
ZPL	14	7	14	7	14	7	<b>14</b>	<b>7</b>
ZMC	52	17	52	17	52	17	<b>52</b>	<b>18</b>
ZOŚ	32	25	32	26	32	26	<b>32</b>	<b>26</b>
WSO	2	–	2	1	2	1	<b>2</b>	<b>–</b>
<b>Total</b>	<b>269</b>	<b>135</b>	<b>270</b>	<b>144</b>	<b>270</b>	<b>148</b>	<b>270</b>	<b>151</b>

In 2007, in connection with the expiry of the 4-year term of office, the President of PKN appointed:

- 198 chairpersons of Technical Committees, including 33 persons new in the position of KT chair;
- 103 deputy chairpersons of Technical Committees, including 33 persons new in the position.

In 2007, the President dismissed 27 secretaries and 245 Technical Committee members, and appointed 28 secretaries and 284 members.

Currently there are 3286 experts actively participating in Technical Committees work. Some of the experts work in more than one committee. Most Polish experts work in sectors in which Poland's trade is most intensified.





The group most strongly represented in the KT's are members of scientific and technical organizations (35.5%). The second largest group includes representatives of universities (14.8%). The share of business organizations and commercial law companies is still too low (27.3%).

Technical Committees constitute a critical element in the process of standards development in Poland. Efficient operation of 270 KT's is of utmost significance for the Polish Committee for Standardization. It would not be possible to overestimate the work and great involvement of experts working in KT's, which work is often undervalued by their employers. The achievements of KT's are best illustrated by numbers. In 2007, the PKN President approved 2982 Polish Standards developed by KT's either as purely national or as transpositions of European Standards, or ISO and IEC standards. 8740 European and international documents were reviewed or voted. On average, each KT member issued an opinion on, or voted 2 documents.

One should also take note of the extensive participation of Polish experts in standards work on the European and international level, where they represent the interests of the Polish economy. Lack of sufficient financial support to Technical Committees activities on the side of business, that should be interested in the best effects of standards work, brings losses to the overall Polish economy. The under-financing makes it impossible to fully use the potential of Polish experts on the European and international platforms, which in turn limits the possibility of effectively influencing the solutions adopted there.

### **1.3. Standardization Council** – PKN collective consultative and advisory body

In June 2007 the first-term Standardization Council of PKN appointed in 2003 ended its activity.

Pursuant to Article 20 point 1 of the Standardization Act of September 12, 2002, (J. of Laws No. 169 item 1386 with subsequent amendments), on April 29, 2007, the President of PKN announced elections to the second-term Standardization Council, and appointed the Electoral Commission which worked for over 6 months.

In November 2007, the President of PKN announced the composition of the second-term Standardization Council. It is composed of 28 persons including 5 representatives of central government administration bodies, appointed by the Prime Minister, and 23 elected members. 5 members were also members of the first-term Council.

#### **Composition of second-term Standardization Council of the Polish Committee for Standardization as of 31 December 2007**

#### **Presiding Board of the Standardization Council**

Chairman of the Council

Prof. Stanisław TKACZYK, PhD

#### **Deputy Chairmen of the Council:**

Dariusz DREWNIAK, PhD

Jerzy MAĆKOWIAK, MSc

Prof. Janusz SZYMBORSKI, DSc

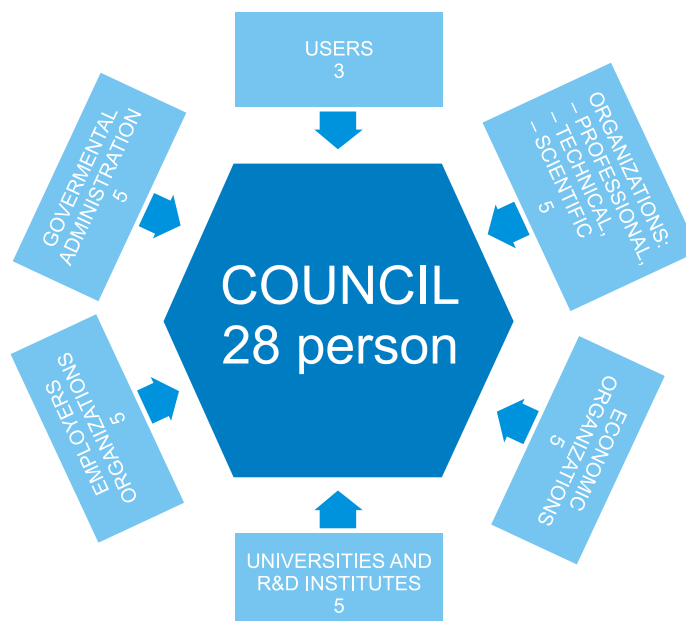
Bogdan TATAROWSKI, BSc

## Members

Elżbieta BRYLSKA, DSc  
 Wiesława CHOJNACKA, MSc  
 Dr Marek DOBECKI  
 Dr Stefan GÓRALCZYK  
 Katarzyna GRABOWSKA-WAWRZENIECKA  
 Prof. Mieczysław HERING, DSc  
 Prof. Zbigniew JANOWSKI  
 Dr Wojciech JANUSZKO  
 Sławomir LATOS, BSc  
 Dariusz ŁAZĘCKI, DSc  
 Zenon MAŁKOWSKI  
 Dr Małgorzata NIEPOKULCZYCKA  
 Dr Adam OLECHOWSKI  
 Andrzej OLECHOWSKI, MSc  
 Anna PATKOWSKA  
 Małgorzata SKIBSKA-ZIELIŃSKA, MSc  
 Marian STRUMIŁŁO  
 Jan SZLACHETKA, MSc  
 Prof. Zdzisław SZYJEWSKI, DSc  
 Otylia TRZASKALSKA-STROIŃSKA  
 Bronisław URBAN  
 Adam WOŹNIAK, DSc  
 Stanisław ZIELENIEWSKI, DSc

The Council accepts PKN Annual Reports submitted by the PKN President. The Council tasks also include issuing opinions, particularly on the following:

- 1) current state and trends in standardization,
- 2) motions to establish or disbanded Technical Committees,
- 3) PKN Internal Regulations concerning the development of standardization documents,
- 4) draft standardization documents prepared with the participation of PKN, determined on principles in PKN Internal Regulations.



Two plenary sessions of the Standardization Council of the first term were held in 2007. The following subjects were considered:

- acceptance of PKN Annual Report 2006,
- organizational and personal changes in PKN,
- progress in the implementation of the “Portal e-Norma w PKN” Project,
- promotional campaigns organized by PKN,
- development of a new mark of conformity with Polish Standards,
- work on the draft Standardization Act and tasks to be implemented in this context in 2007,
- establishment of a new Standards Information Point in Rzeszów,
- cooperation of PKN with publishing houses: WN ALFA-WERO and ARS BONI,
- signing of a cooperation agreement between PKN and Korean Agency for Technology and Standards,
- elections to the second term Standardization Council.

The inaugural session of the second term Standardization Council was held in December 2007. The Presidial Board of the Council was elected and resolutions concerning the following issues were passed:

- changes in the Council Rules of Operation,
- endorsement of the motion to establish KT 304 and disband KT 91, and of priority standardization tasks for 2008.

At each session, the PKN President and Directors informed members of Standardization about the progress in standards work, PKN ongoing activities and international cooperation.

The Council members sent their opinions on draft Polish Standards at the public enquiry stage.

## 2. MOST IMPORTANT EVENTS OF 2007

### **2.1. PKN President becomes member of the CENELEC Administrative Board**

Tomasz Schweitzer, DSc, President of PKN, was elected to the CENELEC Administrative Board. His two year term begins on January 1, 2008. This is a great honour and a sign of recognition of Tomasz Schweitzer's personal contribution to CENELEC activities, and confirmation of the high prestige PKN enjoys in the European standardization arena.

The Administrative Board (CA) is CENELEC managing body. Until recently, the CA included only CENLEC President, Vice-Presidents and Treasurer. Now the composition of the Board has been broadened to include several members elected from among National Committees – Members of CENELEC.

### **2.2. Celebration of the World Standards Day**

The World Standards Day, celebrated every year on October 14, is a holiday of the international standardization community and a perfect opportunity to honour the work of experts from all over the world. In order to celebrate the occasion, the Polish Committee for Standardization organized, as in previous years, a meeting of Technical Committee Chairmen. The meeting is an important opportunity for exchange of experience and information among people who manage the work of Technical Committees. The meeting took place in Warsaw, in the Olympic Centre of the Polish Olympic Committee, on October 18, 2007.

The meeting was attended by Technical Committee chairmen, some KT vice-chairmen or representatives, as well as directors of PKN departments and divisions. The meeting was chaired by PKN President, Tomasz Schweitzer.

The President of PKN congratulated all the participants on the occasion of the World Standard Day, noting that this day honours the work and mission of the members of Technical Committees and PKN staff. The President gave an overview of the past year at PKN and of the plans for the future of PKN. He informed the participants about changes in PKN management and about the elections to the Standardization Council, held at that time. In addition, the President presented plans to change the procedures for contracting standards work and spoke about the ongoing work on the new concept of the monthly "Normalizacja". He also presented ongoing and next year's activities in the field of promotion of standardization. The President informed about PKN plans to hold a series of meetings with representatives of SMEs to discuss the benefits of participating in standardization processes and of using standards. The subject that the president devoted the most time to was the draft Standardization Act, including, in particular, the planned change in the status of PKN. A general discussion was held at the end of the meeting.

### **2.3. Development of PKN Information Technology Systems**

In 2007, work in this field was focused on the development and upgrading of PKN information technology infrastructure, through the development, modification and improvement of existing systems functionalities and preparation for the implementation of new solutions.

With regard to development, modification and improvement of existing systems, changes in the Integrated IT System NORMA were the most significant, especially those allowing fully automatic import of data from European and international standardization organizations, as well as the updating and structuring of data bases, particularly those containing Polish Standards. A comparative analysis between the functional processes, performed by the Integrated IT Sys-

tem NORMA, and general standards processes was performed in cooperation with the Standards Divisions. The results of the analysis will be used to develop a new data base model, optimised in terms of its structure and availability, and hence more user friendly.

With regard to preparations for the implementation of new systems, work on the "Portal e-Norma w PKN – część I" (PKN e-Standard Portal – Part 1) IT project was the key area of activity. The project was commenced in 2005 under Priority 1.5 of the Sectoral Operational Programme "Improvement of the Competitiveness of Enterprises". The project objective is to develop an environment that will enable full integration of PKN staff, processes and IT systems, within PKN, providing all those concerned, and SMEs in particular, with easy access to standardization knowledge. In 2007, having overcome many problems with the selecting the contractor, PKN began the implementation of the subproject "Kokpit Zarządzania" (Management Cockpit) based on sales, customer services and internal management systems. The result will be a modern financial, accounting and management system suited to the needs of a self-financing business, based on the mySAP system.

In addition, work has been launched on the integration of ZSI NORMA and mySAP systems by means of an interface system. Activities aimed at supplementing the Polish Standards Database, which will act as a commodities database for mySAP, were also under way. Among others, missing Registration Sheets and draft standards enquiry information from 2004 onwards were restored. As PKN own resources are insufficient, a service provider was contracted in a tender procedure to provide PKN with technical, organizational and logistic support for the preparation and implementation of the "PKN e-Standard Portal – Part 1" Project. The hardware for the "Management Cockpit" subproject was delivered. Work was launched to prepare tender documents for the development of the technical infrastructure and procedures associated with the Security Policy and the Experts Access and Communication System.

In 2007, following intensive preparations, an application for EU funding of the "PKN e-Standard Portal – Part 1" under Priority 7 of the Sectoral Operational Programme "Innovative Economy" was submitted to the Ministry of Science and Higher Education. A decision on the matter is expected to be published in Monitor Polski at the beginning of 2008.

#### **2.4. Information and promotion meetings**

In late 2007, the Polish Committee for Standardization launched a nationwide promotional campaign under the slogan "*How can you benefit from standardization?*". The campaign involves the organization of information meetings in cities across Poland. The PKN President heads the campaign.

Two such meetings were organized in 2007. On November 20, a meeting was held in Katowice Regional Economic Chamber, where representatives of the Polish electrotechnical sector were invited. The event was co-organized by the International Electrotechnical Commission (IEC). Its representatives, together with Polish speakers, discussed the ideas of standardization.

On December 7, entrepreneurs from Lubuskie Voivodship, as well as staff members and students of the Zielona Góra University and representatives of local press, radio and TV met at the Zielona Góra University.

The objective of these meetings is to increase standardization awareness among Polish business managers and to inspire them to actively participate in standards development.

The following conclusions may be drawn judging from the attendance and the level of activity of the participants of the meetings organized by PKN:

- There is a need to intensify promotional measures and to explain current and future standardization trends;
- Direct contacts with entrepreneurs meet their expectations and are a good way to disseminate the knowledge on standardization;
- Users of standards should be continuously made aware that they can influence standards provided that they actively participate in their development.

One of the promotional measures was the placing of a PKN advertisement on a Warsaw tram. The advertisement features the following slogans: “Application of Polish Standards is voluntary” and “Standards are the key to the European market”. The tram with the advertisement will run on various itineraries in Warsaw for one year. PKN plans to purchase similar advertising services in Kraków, Katowice and Poznań. Photos of the tram were sent to CENELEC Central Secretariat; they were met with applause and were published on the CENELEC website as an example of good promotion.

### 3. DEVELOPMENT OF STANDARDS

#### 3.1. Programming standards work

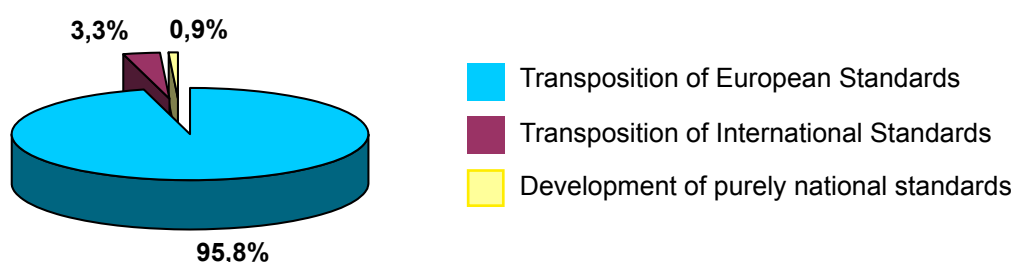
In total, 2686 standards work items were completed within the framework of the standardization programme; 95.8% of the work items involved transposition of European Standards to PN.

Table 2 – Number of work items

Work items related to	2004	2005	2006	2007
Transposition of European Standards	5 333	3 448	2 882	2 573
Transposition of International Standards	393	296	118	89
Development of purely national standards	197	145	82	24
<b>Total</b>	<b>5 923</b>	<b>3 889</b>	<b>3 082</b>	<b>2 686</b>

The work items breakdown by type has been fairly stable for the past few years and is a function of PKN consistent approach to its commitments as member of European standardization organizations and of the priorities adopted by PKN and the Standardization Council. The number of standards work items involving the transposition of European Standards to Polish Standards reflects the work conducted at the European level.

Structure of work items carried out in 2007 (in %)



#### 3.2 . Approval of Polish Standards

PKN main task, as member of CEN and CENELEC, is to take part in the process of development of European Standards. In 2007, 1424 EN drafts were submitted for public enquiry and votes were taken on 1570 prENs. 1322 European Standards were endorsed Polish Standards.

Table 3 – Participation in drafting European Standards, according to the work programmes of CEN, CENELEC and ETSI, in 2005-2007, in the sectors coordinated by particular Standards Divisions

Sectors	Number of drafts			Voted project			Number of EN transposed into PN		
	2005	2006	2007	2005	2006	2007	2005	2006	2007
ZBD	186	219	182	64	181	188	25	152	171
ZCR	218	213	152	89	186	202	39	174	204
ZEL	299	300	300	199	427	410	62	279	235
ZHG	100	158	154	66	158	130	33	115	155
ZIT	109	124	80	69	132	123	6	81	90
ZMC	350	344	319	191	315	276	50	308	214
ZOŚ	112	96	71	39	106	85	11	99	79
ZPL	112	118	96	81	88	89	31	126	87
WSO	5	185	70	2	185	67	0	140	87
<b>Total</b>	<b>1 491</b>	<b>1 757</b>	<b>1 424</b>	<b>800</b>	<b>1 778</b>	<b>1 570</b>	<b>257</b>	<b>1 474</b>	<b>1 322</b>

The figures in table 3, referring to the numbers of European documents in 2007, concern those documents, which have completed the full European Standards development cycle, from the earliest working draft EN up to the stage of approval of the EN.

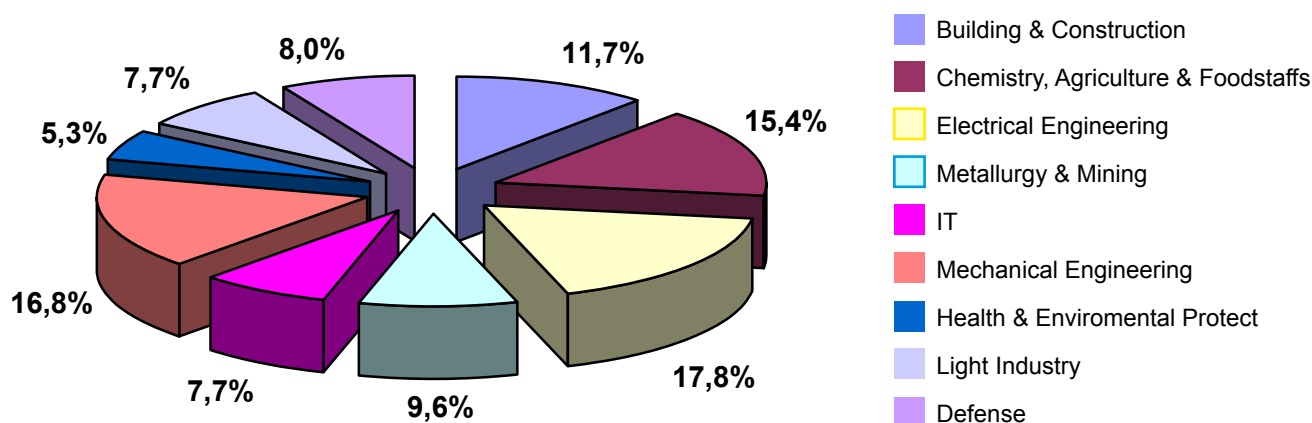
In 2007, 2 982 Polish Standards were approved, including 2 686 PNs included in the standardization programme and 296 PNs approved outside the programme. PNs approved outside the standardization programme were transposed by way of endorsement and concerned the transposition of those European Standards which had been developed earlier, without PKN participation. Of the Polish Standards approved in 2007, 1 364 were developed by way of translation and 1 618 by way of endorsement of ENs.

**As of 31.12.2007, the number of Polish Standards is 31 750 items, including 18 201 PNs transposing European Standards (EN, ETSI, HD).**

**Table 4 – Number of approved Polish Standards by sectors**

Sectors	2004	2005	2006	2007
Building & Construction	349	566	417	350
Chemistry, Agriculture & Foodstuffs	417	547	489	459
Electrical Engineering	409	627	596	530
Metallurgy & Mining	235	346	284	286
IT & Telecommunications	303	3 121	225	229
Mechanical Engineering	578	887	816	501
Defense	27	48	283	239
Health & Environmental Protection	234	268	332	157
Light Industry	218	404	323	231
<b>Total</b>	<b>2 770</b>	<b>6 814</b>	<b>3 765</b>	<b>2 982</b>

**Structure of PNs approved in 2007 r. (in %)**





## 4. PUBLISHING

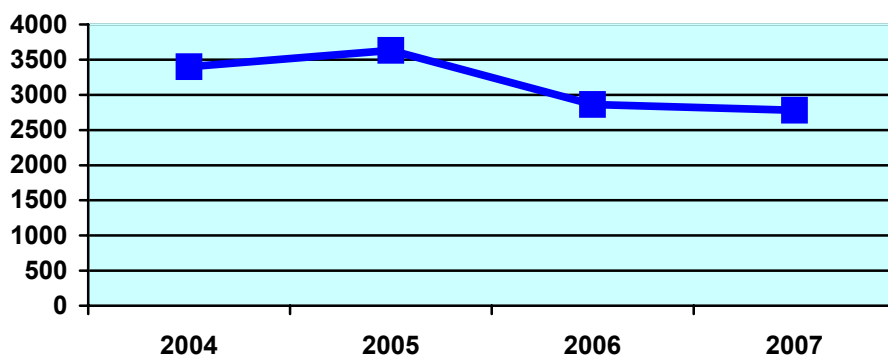
### 4.1. Publishing of Polish Standards

In 2007, 2 781 new PNs were published, including 1 390 standards adopted by way of endorsement. 81 PNs were published only in electronic form, on CD-ROM, including PNs transposing ETSI standards and PNs covering over 280 pages. 196 Amendments to PNs were also published (Ap and AC).

From 2005 onwards, all purely national and translated standards approved by the end of November of a particular year are published in the same year, thanks to improved and expedited publishing work.



2007  
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In 2007, the average time needed to publish a document from the day of its approval was shortened further by 18.5%, i.e. to 31 days. The average document volume was 26 pages.

### 4.2. Expanding the electronic Polish Standards collection

In 2007, work was continued on the expansion of the electronic Polish Standards collection in electronic form. 1 451 PNs approved before January 1, 1997, were added to the collection.

**Since March, 2007, PKN is in possession of the complete collection of issued PNs in electronic form.**

At the end of 2007, the entire collection of PNs in electronic form included over 37 thousand titles.

### 4.3. PKN own publications

In 2007, new books were published by PKN:

- **ISO/TS 16949 Quality management systems – Particular requirements for the application of ISO 9001:2000 for automotive production and relevant service part organizations (2<sup>nd</sup> edition);**
- **Environmental management. Commentary to 14 000 series standards (4<sup>th</sup> edition);**
- **Polish Standards Catalogue 2007**

Three editions of the Polish Standards Catalogue on CD-ROM were prepared. 417 copies were sold;

- **Sets of standards on CD-ROM**

472 different sets of standards on CD-ROM ordered by clients were prepared. Since September 2007, all pages of documents in electronic form are marked with a watermark detailing the license conditions;

- **PKN brochure**

Two editions of the PKN brochure were printed for promotion purposes;

- **PKN 2006 Annual Report**

The CD-ROM contains information in English and Polish on PKN activities in 2006. The typeset and electronic version were prepared/burned for promotion purposes (60 copies in total);

- **NORMALIZACJA** – 12 issues were published

The articles published concerned the activities of PKN and standards work in Poland and abroad. In addition, a series of articles was published on the subject matter of standards work coordinated in 2007 by the individual Standards Divisions, as well as a series called “*New Polish Standards*”.

In August, 2007, work began on a new image, content, structure and graphical layout of the monthly. It will contain more short, informative articles illustrated with colour photographs. The name of the monthly will also change.

## 5. INTERNATIONAL COOPERATION

In 2007, PKN was involved in activities related to membership in the following international and European organizations:

- International Organization for Standardization ISO,
- International Electrotechnical Commission IEC,
- European Committee for Standardization CEN (including the European Committee for Iron and Steel Standardization ECISS),
- European Committee for Electrotechnical Standardization CENELEC,
- European Telecommunications Standards Institute (signatory of the ETSI/NSO MoU);

and in cooperation with the following bodies:

- WP.6 Working Party on Regulatory Cooperation and Standardization of the United Nations Economic Commission for Europe,
- Senior Officials Group for Standardization and Conformity Assessment Policy (SOGS) at the DG Enterprise and Industry of the European Commission,
- World Trade Organization/Technical Barriers to Trade (WTO/TBT) Agreement (information point),
- American Society for Testing and Materials (ASTM) (information exchange).

PKN took part as P-member (active) or O-member (observer) in the proceedings of the working bodies of ISO and IEC. PKN ran the secretariat of the ISO/TC 98 and ISO/TC 98/ SC 2, as well as the secretariat of the IEC/TC 27. The secretariats of the ISO/TC 195 and the ISO/TC 34/SC 3 and ISO/TC 107/ SC 7 were managed by external bodies on behalf of PKN, on the basis of appropriate agreements with PKN. Polish experts convened 4 Working Groups.

PKN acted as a National Standards Organization of ETSI (ETSI/NSO). It did not participate in the activities of the working bodies of ETSI, but it did carry out enquiry on draft European Standards developed by ETSI and transposed these Standards to the Polish Standards collection.

PKN continued cooperation under bilateral agreements signed with the Austrian Institute for Standardization (ON), German Institute for Standardization (DIN), German Commission for Electrical, Electronic & Information Technologies in DIN and VDE (DKE) and the Committee for Standardization, Metrology and Certification of the Council of Ministers of the Republic of Belarus (BELSST), as well as the Belarussian National Institute for Standardization and Certification (BelGISS).

Bilateral cooperation agreements were signed with the Ukraine National Committee for Technical Regulations and Consumer Policy (DSSU) and the Korean Agency for Technology and Standards (KATS).

Work continued on the “Agreement on the access on-line of national standards” with the Russian Scientific and Technical Centre for Information on Standardization, Metrology and Conformity Assessment (FSUO “STANDARDINFORM”).

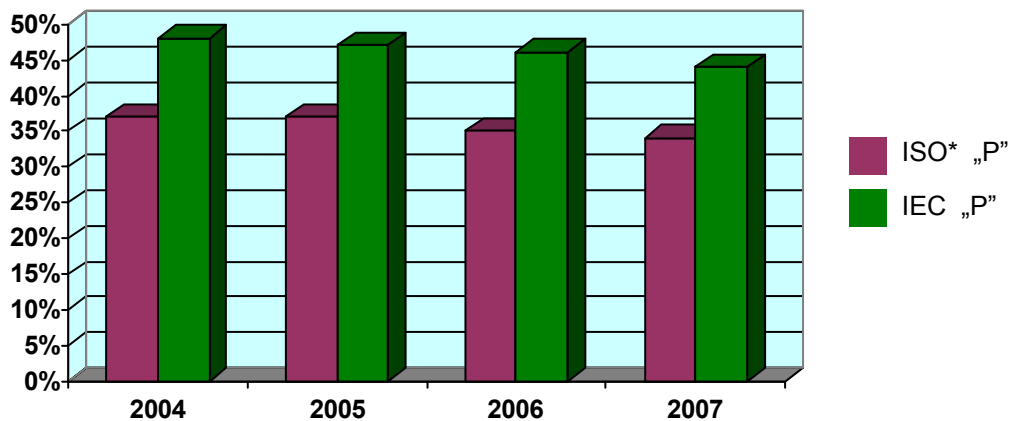
**Table 5 – PKN participation in the work of TCs and SCs of international standards organizations**

Organization	Type of membership	Number of TCs + SCs (in % **)			
		2004	2005	2006	2007
ISO*	P	272	268	257	<b>255</b>
	O	362	360	378	<b>381</b>
IEC	P	84	79	79	<b>75</b>
	O	85	86	88	<b>92</b>
		37%	37%	35%	<b>34%</b>
		49%	49%	52%	<b>51%</b>
		48%	47%	46%	<b>44%</b>
		49%	51%	52%	<b>54%</b>

\* ISO/IEC JTC1 is referred to in ISO

\*\* Participation in active TCs and SCs

**PKN participation in the work of TCs and SCs of international standards organizations (in %)**



Participation in meetings of working bodies in 2007:

- ISO – 25 PKN representatives took part in 25 meetings,
- IEC – 8 PKN representatives took part in 7 meetings,
- CEN – 43 PKN representatives took part in 27 meetings,
- CENELEC – 2 PKN representatives took part in 1 meeting.

The following numbers of experts took part in the activities of Working Groups (WG) established by TCs/SCs of the following organizations:

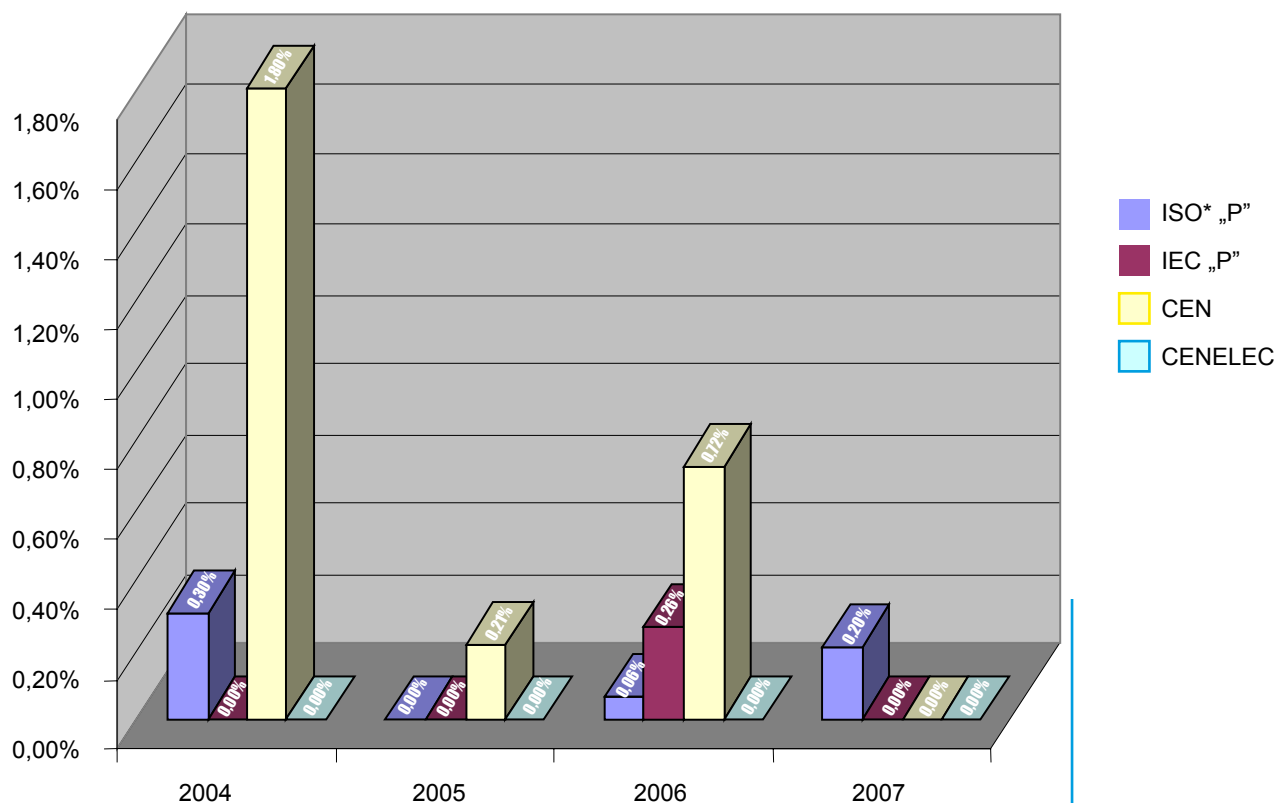
- ISO – 121 experts (in 2007, 11 experts were proposed, 41 were confirmed, 7 were recalled; active participation of 20 specialists in 35 new work projects was announced),
- IEC – 84 experts (in 2007, 7 experts were proposed, 1 was recalled; active participation of 6 specialists in 8 new standardization projects was announced),
- CEN – 146 experts (in 2007, 40 experts were proposed),
- CENELEC – 7 experts (in 2006, 2 experts were proposed).

In 2007, the numbers of persons authorized to directly access the servers of the organizations were as follows:

- ISO – 159 persons,
- IEC – 176 persons,
- CEN – 183 persons,
- CENELEC – 49 persons.

In 2007, PKN commented or voted on 5 809 ISO and IEC documents and 2 931 CEN, CENELEC and ETSI documents, providing subject matter-related comments on 312 draft International Standards and 169 draft European Standards.

The graph shows the statistics concerning PKN performance as member of international and European organizations regarding prompt commenting and voting on drafts, expressed in the percentage of obligatory comments or vote results which PKN failed to provide or provided too late.



PKN ranks among the top ten ISO and IEC members in terms of diligence in the performance of its duties as ISO/IEC member and fully meets its duties as CEN and CENELEC member.

In recent years, the level of participation of PKN experts in the work of ISO and IEC has been fairly constant, while the input to the work of CEN has grown considerably. The presence of PKN experts in the work of CENELEC is still too small.

## 6. INFORMATION SERVICES

In 2007, information services were provided mainly by the Standards Information Department (former Standards Information Centre) and by the network of Standards Information Points (SIP). Information on Polish Standards and other standardization products, including International, European and foreign standards, was provided either in direct contact or by phone or mail, at the Department's offices in Warsaw, Łódź and Katowice and in the fourteen authorised regional Standards Information Points (SIPs) in Białystok, Bydgoszcz, Gdańsk, Gliwice, Kielce, Kraków, Lublin, Olsztyn, Opole, Poznań, Rzeszów, Szczecin, Wrocław and Zielona Góra.

The development of IT Structure in PKN has enabled to improve cooperation between PKN and the SIPs regarding access to draft standards. Having access to the PKN server, the SIPs now receive update files twice a week and are therefore able to provide higher quality information services to their clients and be up to date with standards developments.

33.3 thousand clients were served through the SIP network in 2007. They received over 126 thousand standards and standardization documents.

The ABAK automated information service, consisting in the updating of client standards collections, continued to be provided. 33 thousand standards were updated under ABAK in 2007. Seven new contracts for this service were signed, although, on the other hand, three clients opted out of the service. In the future, the ABAK service is to be broadened so that following an update of the standards collection, the client will receive updated standards without the need for placing additional orders.

The information system also enables the development of modern standardization products, such as the regularly updated PN catalogue on CD-ROM or the sector-specific PN collections. Notification is effected in electronic form, in agreement with CEN.

Updated information (in tabular form) on harmonized European Standards was published on PKN website, supplemented by information on interim periods, consistent with the information in the notices of the European Commission published in the C Series of the EU Official Journal. This information is an informal extension of the Announcements of the President of PKN in line with client expectations.

In 2007, were noted:

- Reduction in the number of clients visiting standards reading rooms, in the number of documents read by clients in standards reading rooms and in the number of enquires concerning the validity of standards. The sales of the PN Catalogue are also decreasing. This is a result of the growing amount of information made available on PKN website including, in particular, the on-line PN Catalogue, modified in accordance with the clients' requests. At the same time, the number of clients wishing to buy and update large sets of standards has grown;
- High level of interest in information on European and International Standards transposed to PN;
- Systematic decrease in the sales of draft PNs, resulting from the shortening of the standards publishing cycle.

**Table 6 – Information services provided free of charge**

Services	2004	2005	2006	2007
<b>Use of the standards reading room:</b>				
– number of visitors	7 375	7 689	6 149	<b>5 428</b>
– number of documents provided	26 800	27 473	20 579	<b>17 393</b>
– average number of documents per person	3,6	3,8	3,3	<b>3,2</b>
Simple information by phone (number of calls)	56 912	50 909	38 262	<b>28 036</b>

**Table 7 – Information services provided against payment (in PLN thousand)**

Services	2004	2005	2006	2007
Specialized information	52	47	52	<b>50</b>
Parts of PN database and database update for customers	2	9	1,7	–
Copies of prPN for public enquiry	56	96	49	<b>30</b>
<b>Total</b>	<b>110</b>	<b>152</b>	<b>102,7</b>	<b>80</b>

## 6.1 . Notification of Polish Standards

The WTO/TBT National Enquiry Point at PKN performed notification duties as stipulated by the National Notification System.

Since January 2007, i.e. since the implementation of the new iProjex electronic system for notification of standards to CEN, the process of notification of standards to all organizations has been fully electronic.

In fulfilment of the tasks outlined by the “Information Directive” as implemented by Regulation of the Council of Ministers of December 23, 2002, on the functioning of the national system for notification of standards and legislative acts (Dz.U. [Journal of Laws] No 239, item 2039 as amended), the National Enquiry Point notified a total of 2 712 standards:

- 2 368 standards (PN-EN, PN-ENV, PN-EN ISO) and 90 purely national Polish

Standards at various stages of development, to CEN;

- 332 standards (PN-HD, PN-EN ISO/IEC), to CENELEC;
- 22 standards (PN-ETSI), to ETSI.

**Table 8 – Number of notifications in 2005-2007**

Organization	Number of notifications		
	2005	2006	2007
<b>CEN</b> (PN-EN, PN-ENV, PN-EN ISO, PN purely national) in it: PN purely national	3 157 108	2 303 75	<b>2 358 90</b>
<b>CENELEC</b> (PN-EN, PN-EN IEC)	805	555	<b>332</b>
<b>ETSI</b> (PN-EN, PN-ETS, PN-I-ETS, PN-ETSI)	2 902	0	<b>22</b>
<b>IEC</b> (PN-IEC, PN-EN implementing IEC)	2 696	0	<b>0</b>

Most of the notification work done in 2007 was related to currently developed standardization documents.

## 7. SALE OF STANDARDS AND OTHER STANDARDIZATION PRODUCTS

PKN traded in Polish Standards, International Standards, foreign standards and other standardization publications and in licenses for the use of the PKN-owned mark of conformity with PN. Activities aimed at promoting PKN and standardization were also performed.

Sale outlets included PKN offices in Warsaw, Katowice and Łódź, the fourteen Standards Information Points authorized by PKN and four distribution agencies: WN "ALFA-WERO" Spółka z o.o., "Ekobis" Professional Bookstore, POLNORM Bookstore in Katowice, Technical and Business Information Centre in Olsztyn.

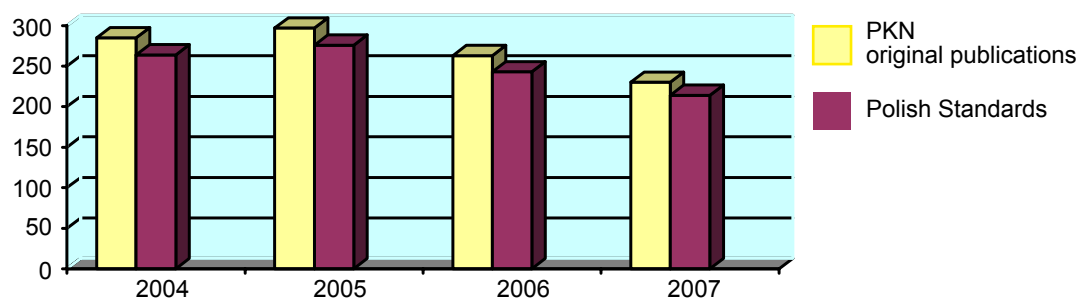
### 7.1 . Polish Standards and PKN original publications

A 2.4% increase in the sales of Polish Standards and other standardization publications was recorded in 2007, as compared with the preceding year. On the other hand, the number of PN copies sold dropped by 11.9%.

A total of 230 thousand copies of PKN publications were sold in 2007 for PLN 8 816.1 thousand, including 214.2 thousand copies of Polish Standards for PLN 8 499.5 thousand. 168 clients subscribed Polish Standards, i.e. 23% more than in 2006.

34% of the orders for standardization publications were placed using the Internet.

**Number of sold copies of PKN publications, including Polish Standards (in thousand)**



A further increase of sales of PN in electronic form, i.e. on CD-ROM, was recorded in 2007, this time by 41%. Sales of PN in electronic form account for 11.3% of total sales.

In response to the needs and expectations of the clients, the discounts system for PN subscribers was changed in 2007, new rules for the sale of standards in electronic multi-user version were developed and the functionalities of the internet store were modified.



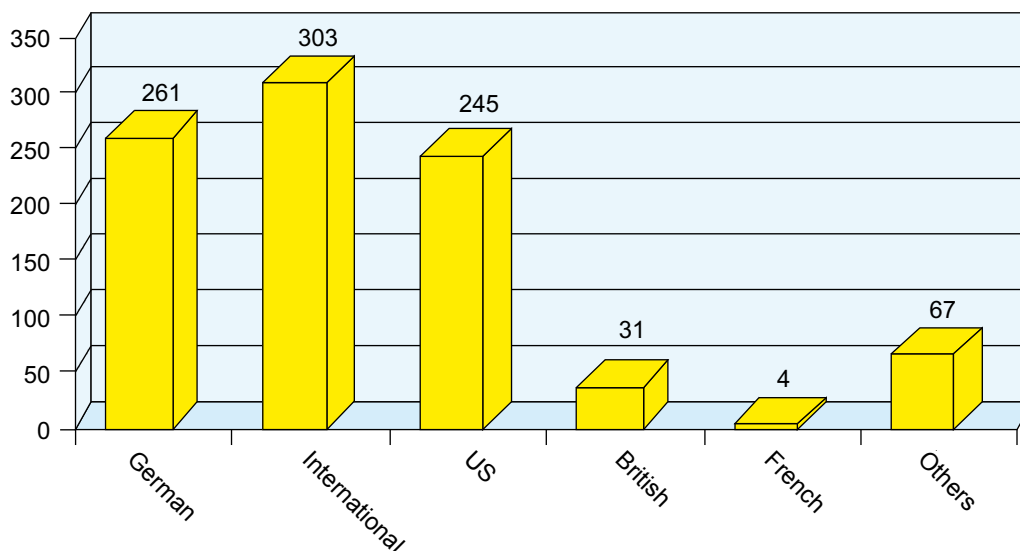
## 7.2 . International Standards and foreign standards

The sale of International Standards and foreign standards was performed exclusively by PKN, using catalogue prices quoted by the respective publishers. In September 2007, after three years of negotiations, PKN signed a new agreement for the supply of ASTM standards via the Internet, which has dramatically cut the time needed to deliver the standards to the clients.

Other standardization publications, such as catalogues, commentaries and technical regulations were also on sale, in addition to standards. However, they accounted for but a small fraction of the sales.

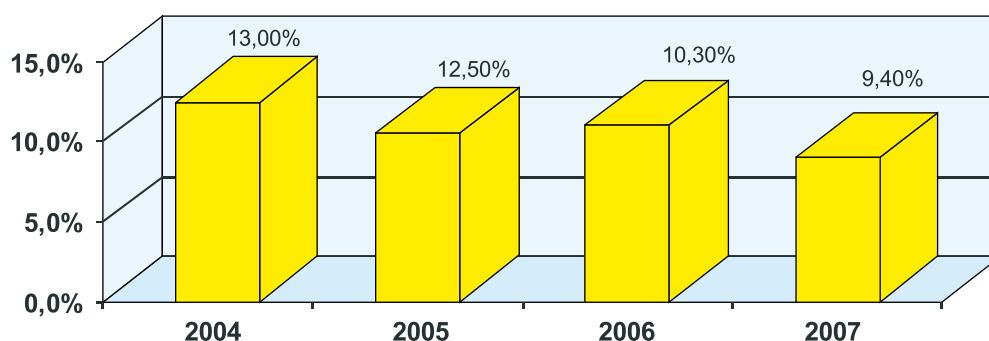
2007 saw a further decrease (by 0.9% in comparison to the preceding year) in the sale of foreign standardization products. This is a direct consequence of the swift transposition of European Standards to Polish Standards which are then purchased by the clients. International, German and US Standards continued to be the most frequently sold foreign standards.

**Value of foreign standardization products sold in 2007 (in PLN thousand)**



The share of foreign standardization products in the overall number of copies sold in 2007 was about 1.4%; however, their share in the sales was relatively high due to the high prices of the foreign products.

**Percentage of the number of foreign standards sold in total standards sales volume (in %)**



### 7.3. PKN non-tangible assets – mark of conformity with Polish Standard

The mark of conformity with Polish Standard is property of PKN. Products conforming to PN requirements may bear the “Mark of conformity with PN”



only on the basis of a certificate of conformity, issued by an accredited Certification Body (CB). The certificate is issued to the manufacturer or importer of the products. The CB obtains the right to issue certificates by entering into a special licensing agreement with PKN. The certificate is issued for a three year period which may later be extended. The manufacturer pays special charges to PKN, as the certification system managing body, for using the certificate and the mark of conformity with PN. Detailed figures are shown in Table 9.

**Table 9 – Number of licences, certificates issued and certificates revoked**

Details	2004	2005	2006	2007	Total (since 1997 r.)
Certificates issued	13	0	2	2	135
Certificates revoked	15	21	6	9	128
Certificates valid	39	18	14	7	7
Licences (in PLN thousand)	15	8	14	5	148

Since 2005, PKN has been CEN representative in Poland with regard to supervision of the accreditation of Polish CBs participating in the Keymark schemes, sublicensing to CBs (on behalf of CEN) the right to certify products for the mark of conformity with European Standards – Keymark and monitoring whether CEN rights to the Keymark are respected by manufacturers. The Keymark does not appear to be living up to the expectations that it would boost interest in the certification of products for conformity with standards. In our opinion, the high costs of certification are the main barrier in the development of the Keymark system.

The manufacturers’ lack of interest in obtaining certificates for the mark of conformity with PN or European Keymark as a way to confirm the high quality of their products is also a result of poor awareness and lack of pressure on the part of the consumers. Buyers do not know that a voluntarily acquired certification sign is a guarantee of the product quality. Their decisions to buy particular products are based chiefly on price considerations, quality being an additional rather than a decisive factor. On top of that, due to lack of knowledge and false information sometimes spread by manufactures and the media, consumers sometimes consider the CE marking as a certification mark, guaranteeing the safety and quality of the product that bears it. **The CE marking placed by a manufacturer on its product merely confirms that the product has been assessed for conformity with essential requirements of the relevant NA Directives.**

In 2007, PKN developed a new graphic design of the PN conformity mark and applied to the Patent Office for copyright. We are planning a broader-scale promotion of the new sign and the PN conformity certification system in 2008, primarily among SMEs.

## 8. TRAINING ACTIVITY

2007 was a breakthrough year for PKN in terms of its training activities targeting external clients. Both the subject matter and the form of the training courses have changed.

In total, the following 7 training courses took place in 2007 (there were 2 courses in 2006):

- Public Procurement Law – standards, specifications and technical approvals;
- Safety of toys, with special consideration for child development issues;
- Implementation of information security management systems (ISMS) in firms/corporations/organizations;
- Understanding standardization – how to be on the European and global market;
- Participation of PKN Technical Committees in the European standardization system (3 groups).

Training course programmes covered general standardization issues as well as selected standards and standardization type documents.

The training courses were either open, with participants from various firms, or closed, i.e. intended exclusively for the staff of specific firms.

Closed training courses are much more difficult to prepare, as they require customized solutions to specific problems of specific customers. The training course “Safety of toys, with special consideration for child development issues”, which took place at an organization dealing, among others, with control of market products and protection of consumer rights and interests, may serve as an example.

Three paid training courses on the participation of PKN Technical Committees in the European standardization system were organized for the first time for Technical Committee members. Until then, PKN only organized such training courses free of charge, only for Technical Committee secretaries.

217 persons from 93 different firms took part in the training courses. 32% of the participants represented state organizations while 68% came from SMEs representing various sectors.

In addition, PKN held training courses for its own staff. In 2007, PKN organized 8 training courses on various subjects, in order to systematise and increase the staff knowledge on issues related to their professional duties. The courses covered such subjects as risk management, quality management systems, confidential information security and use of Adobe Acrobat and Smart Site software. Moreover, staff members took part in specialist training courses organized by external service providers and in language courses conducted by a PKN lecturer.

In total, 318 PKN staff members took part in training courses organized by PKN. Statistically, each staff member participated in at least one training course in 2007.

**Table 10 – Number of trainees**

Type of training	2004	2005	2006	2007
External training in it: paid training	100 0	232 99	230 24	217 217
Internal training	308	701	716	318
<b>Total</b>	<b>408</b>	<b>933</b>	<b>946</b>	<b>535</b>

## 9. QUALITY MANAGEMENT SYSTEM

The Quality Management System implemented by PKN in 2004 was recertified as a result of an audit carried out between October 17 and October 19, 2007, by Polskie Centrum Badań i Certyfikacji S.A., a partner of "IQNet". The recertification audit has demonstrated that the system ensures the continuous improvement of procedures and, consequently, of the products and services. Improvement is a permanent objective of the *PKN Quality Assurance Policy*. Measures aimed at improvement are supported by internal audits and system overviews, conducted twice a year by the organization's top management. They are a valuable source of information and a basis for assessing the effectiveness of the system.

The Quality Management System is continually updated. Since the second external audit (November 9-10, 2006), the documentation of the Quality Management System has been reviewed and updated, chiefly to reflect the organizational changes within PKN. The changes are mainly associated with the Prime Minister's Instruction No 28 of March 21, 2007, amending the instruction on the statutes of the Polish Committee for Standardization (MP Nr 19 z 2007 r., poz. 231), and with PKN President's instruction No 16 of May 10, 2007, on the organization and scope of activity of the Polish Committee for Standardization. New organizational structure of PKN, approved by the Prime Minister of the Republic of Poland, was the basis for changing the names of the organizational units, modifying processes and procedures, reviewing job descriptions and modifying areas of responsibility for activities within PKN. Information on all changes of the Quality Management System is published on Internet and Intranet PKN websites, which are regularly updated. All staff members have direct access to updated QMS documents relevant to their job descriptions.

Every year, PKN sets quality objectives whose achievement is prerequisite to the development of PKN and to the improvement of the quality of the standards developed and standardization information provided to clients. Eight quality objectives were identified in 2007. Each objective was defined in terms of specific parameters and in terms of the person in charge, measure of achievement, measurement frequency and satisfaction criteria. In addition, objectives for the individual processes were developed. Process effectiveness and threats to process objectives are evaluated and analysed in the course of system overviews carried out by PKN management.

The fact that PKN has been awarded a PN-EN ISO 9001:2001 Quality Management System certificate for another three-year period confirms that the system is being maintained and perfected. Factors contributing to the positive result of the assessment included the following:

- great commitment of the management and staff to the process of perfecting the system,
- consistency in the development of information technology infrastructure,
- properly identified and effectively pursued quality objectives,
- changes in the organizational structure designed to improve the management of the organization,
- high quality of internal audits and management overviews,
- decreasing number of customer complaints,
- system modifications leading to satisfactory results in terms of shortening the standards development and publishing cycle.

## 10. FINANCING STANDARDIZATION ACTIVITIES

Most of PKN expenditures associated with standardization are financed by the State Budget.

2007  
PKN

Table 11 – PKN finances (in PLN thousand)

Details		2004	2005	2006	2007
1.	<b>PKN revenues (excluding payment to State budget from special funds)</b> of which: voluntary contributions from businesses	11 228 44	13 938 <sup>1</sup> 14	9 696 14	9 748 13
2.	<b>Total PKN expenditures</b> of which: covered by the State budget	36 181 26 536	29 576 29 526	30 112 <sup>2/3</sup> 29 989	32 908 32 835
3.	<b>Percentage of PKN revenues in total expenditures (item 1 : item 2) × 100%</b>	31,0%	47,1%	32,20%	29,62%

In the past few years, the ratio of PKN revenues to its expenditures has consistently been approximately 30% (2005 was different, as revenues included a surplus from a liquidated special fund), which has to do with the current status of PKN. Towards the end of 2006, PKN began to implement economising measures. In 2007, PKN expenditures were PLN 12.3 million less than planned, of which PLN 10.1 million were reallocated to so-called continued expenditures and PLN 2.2 million were returned to the state budget as savings. Greatest savings were made on procurement of office consumables, petrol and small office equipment (PLN 129 thousand), repairs (PLN 89 thousand), electricity (PLN 105 thousand), paper (PLN 61 thousand) and fixed-line phone bills (PLN 84 thousand).

Economising measures continue to be in the centre of attention of PKN management which plans to develop, for the first time, a savings plan in 2008. In addition, various ways to ensure much higher revenues once PKN becomes a legal person are being considered.

In 2007, capital investments totalled PLN 1.1 million and were associated with the development of information technology systems.

<sup>1</sup> 2005 cannot be compared to 2004, as 2005 revenues included a surplus from a liquidated special fund.

<sup>2</sup> Expenditures totalling PLN 4 193 thousand were moved from 2006 to 2007.

<sup>3</sup> PLN 2 207 thousand were spend in 2006 on the prefinancing of tasks co-funded by EU structural funds and the Cohesion Fund.

