

# ANNUAL REPORT

2022



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# REPORT ON THE ACTIVITIES OF THE POLISH COMMITTEE FOR STANDARDIZATION

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## Dear all,

Standardization operates in a more and more competitive environment, where different interest groups clash with each other. The efforts of standardization at the European level are guided by the idea of safeguarding Europe's competitiveness, its technological sovereignty, as well as protecting EU's values with regard to social policy and environmental protection. These views are shared by the European Commission, which published the "EU Standardisation Strategy" in early 2022. It sets priorities for action in standardization, and proposes new solutions in this area. And changes in the European standardization system directly affect PKN's activities.

In 2022, a reorganization of the Standardization Division was carried out, which contributed to streamlining the activities related to performing the tasks of building a coherent

system for the development of standards and other standardization deliverables. It also contributed to the system's digitization that, in the long run, will make it possible to achieve tangible results in the field of standardization. In this way, our functioning is adapted to the ever-developing information and communication technologies. A number of solutions were introduced into the management of the organization of Technical Bodies, with the aim of speeding up and simplifying procedures and providing high quality services in standardization. Efforts were continued on introducing the TRADOS system, intended to automatically translate standards. Not only will TRADOS translate standards into the Polish language, but it will also perform multi-stage verification of text, which is an extremely important issue affecting the quality and comprehensibility of standardization deliverables.

Another important challenge faced by PKN are the modernization and development of its IT infrastructure, making it possible to, among other things, adapt our IT systems to the solutions being implemented by European and international standardization organizations. Last year was marked by work on the project of the Customer Service Portal, which will integrate current systems along with extending them by new functionalities, and which, in the future, will enable development of access services tailored to the needs and expectations of stakeholders.

Before ending my letter, I wish to express my sincere thanks for the trust placed in me when appointing me as President of PKN in June 2022 and for the support that I received from my predecessor – Tomasz Schweitzer, PhD Eng.

As you can see, we are in the midst of many changes, but I am confident that together with PKN's great staff we will achieve the desired results. This is what I wish for all of you and for myself.

**Ewa Zielińska**

President of the Polish Committee for Standardization

## Ladies and Gentlemen,

Last year can hardly be considered a good one because of the war against Ukraine and the consequences associated with it. Such a conflict should never have happened again in Europe, not after the horrors of the first half of the previous century. And yet it has happened. This war carries enormous danger. It undermines the achievements of humanity, threatening the future of Europe and the whole world. In this sad, wartime context, it is important to remember that the work of the Polish Committee for Standardization, like all international standardization cooperation, is essentially an activity for peace and understanding. This is very encouraging.

Leaving the sad global context and moving on to PKN-related matters, first of all I must note that in 2022 there was a change in the position of President. At this point, I would like to very warmly congratulate Ms. Ewa Zielińska – the new President of PKN as of June – and wish her good luck and much success in the coming times that I am afraid might be difficult. I would also like to thank Mr. Tomasz Schweitzer for his many years of excellent work for the Polish Committee for Standardization and for Polish standardization in general.

The Standardization Council, which I have the honour to chair, in 2022 had its achievements too. We adopted a new resolution on priority tasks in standardization work for the years 2023–2026 (the previous one had expired). PKN has a great number of tasks due to the fact that it is a member of European and international standardization organizations. The most important of these are to ensure cohesion of the Polish standardization system with the European and global standardization systems, as well as to fulfil the obligations assumed in international agreements including, above all, translation of European harmonized standards into the Polish language.



What is more, a new Technical Committee was established at the request of the Polish Information Processing Society. In March, KT 337 ICT Competences took over the cooperation with CEN/TC 428, ICT Professionalism and Digital Competences. The new KT deals with standardization of terminology concerning digital competences necessary when using information and communication technologies.

Everything I have mentioned here, and much more, is the result of the diligent daily work of all PKN employees. Day by day and step by step, you are creating the reputation of this excellent, distinguished Polish institution, and building its future. For this solid, relentless work, I wish to thank the entire PKN staff. For now, we have achieved as much as there is. And next year we will be celebrating our 100th anniversary.

**Professor Stanisław Tkaczyk, PhD hab. Eng**

President of the PKN Standardization Council

# Purpose, Vision, Mission and Activities of PKN

photo Vlad Chorniy / Adobe Stock

## VISION

PKN as a modern standardization body, widely recognized in Poland and worldwide, independent and open to the needs of the market, providing high quality services.

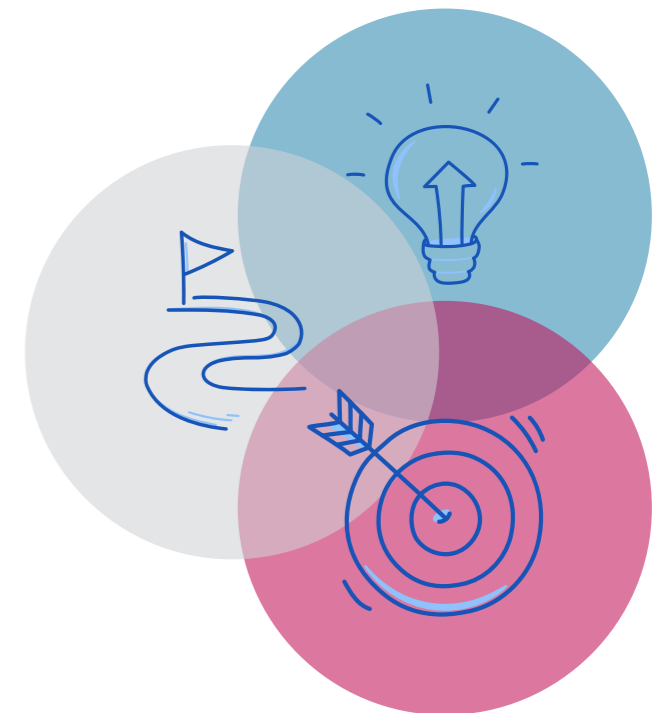
## MISSION

Efficient organizing of standardization activities in accordance with European and international solutions developed with active participation of interested communities and parties, leading to popularization of the use of standards and other standardization deliverables, in order to:

- ▶ boost the competitiveness of Polish manufacturers and service providers;
- ▶ facilitate trade exchange;
- ▶ ensure quality and reliability of products and services.

## OBJECTIVES

- ▶ to ensure efficient organization of standardization work and to provide high quality services in standardization;
- ▶ to increase active participation in the activities of international and regional standardization organizations;
- ▶ to develop IT infrastructure allowing to streamline cooperation;
- ▶ to popularize and promote standardization (including education about standardization);
- ▶ to strengthen the role of PKN as an employer who ensures a high work culture and developmental opportunities for employees.



## Integrated Management System

The Integrated Management System (IMS) has been the foundation of management at the Polish Committee for Standardization (PKN) for many years now. 2022 was another year of continuous improvement in many areas of the IMS.

On 16 March 2022, the annual review of the IMS was carried out by PKN's managerial staff. Its scope included a report on the degree of achievement of the PKN's objectives set for 2021, an analysis of the risks to the objectives set for 2022, a report on the implementation of activities following the IMS review in 2021, effects of customer perception monitoring, results of internal audits, and information on changes in both internal and external factors that affect the functioning of the IMS at PKN. Results of the review were composed in the form of proposals approved by PKN's managerial staff for actions intended to streamline the functioning of PKN in the respective areas that they manage.

In the year twenty twenty-two, 21 operational objectives were defined in the action plan for implementation by individual organizational units of PKN. PKN's objectives for 2022 were in line with its directions of development set by PKN's Strategy for the years 2021–2030; they supported the activities assigned to the strategic objectives and were in accordance with the objectives indicated in the activity-based budget. Achievement of individual objectives was being assessed by the indicated units with a declared frequency, on the basis of defined metrics. Any achieved values were being published on PKN's intranet site.

In 2022, a group of 18 PKN auditors carried out 12 internal audits. They analysed the effectiveness of processes and selected safeguards relating to processes and audited organizational units, they identified areas for potential improvement based on identified hazards and risks (risk analysis before and after the audit), and they verified PKN's compliance with CEN-CENELEC membership criteria. No non-conformities were found during the audits, but (in the form of recommendations) the auditors indicated potentials for continuous improvement in the audited areas.

Results of the audits confirmed the compliance of the IMS with the requirements of PN-EN ISO 9001:2015-10 and PN-EN ISO/IEC 27001:2017-06, and made it possible to:

- ▶ obtain information on the effectiveness of the safeguards implemented in the IT, personnel, and physical areas, as well as in terms of compliance with the law;
- ▶ obtain information on PKN's compliance with CEN-CENELEC membership criteria;
- ▶ assess the adequacy of the classification of assets with regard to the value of attributes of confidentiality, availability, and integrity of information as well as inclusion of all the relevant assets in the classification;
- ▶ verify the awareness of staff regarding the handling of protected information, dealing with information security incidents, and observing the principles of secure information exchange, especially dealing with the protection of personal data;
- ▶ obtain information on the transparency of procedures/instructions, as well as orders from the President of PKN;
- ▶ identify any gaps and discrepancies between provisions of internal documents and activities being carried out.

## External Audit of the Integrated Management System

Based on the 2022 internal audits, conformity of the Integrated Management System with PN-EN ISO 9001:2015-10 and PN-EN ISO/IEC 27001:2017-06 requirements may be presumed. A formal, independent assessment was carried out by external auditors from the Quality Certification Centre of the Military University of Technology (CCJ WAT) on 17–19 October 2022. It was a recertification audit.

The auditors assessed the Integrated Management System implemented and maintained at 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 to the

requirements of PN-EN ISO 9001:2015-10 and PN-EN ISO/IEC 27001:2017-06, and is being continuously improved. The performed audit and the obtained evidence confirmed the system's ability to meet the applicable requirements, achieve the expected results, and fulfil the objectives within the defined scope of the system. No non-compliances were found in any of the audited areas. The auditors requested CCJ WAT to maintain the validity of the IMS certificate. On that basis, CCJ WAT decided to uphold the validity of the Integrated Management System certificate for PKN.

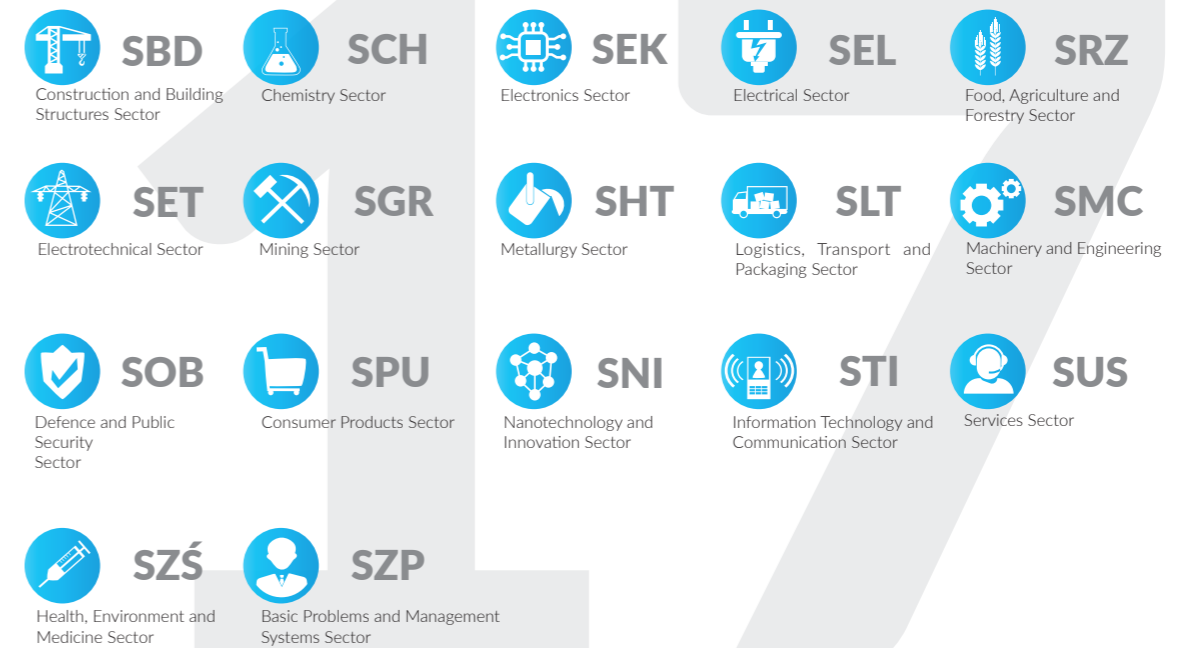
The auditors identified the following strong points:

- ▶ high awareness of the security of any processed data;
- ▶ clearly defined process of internal audits in terms of methodology with regard to planning, preparation, as well as verification and evaluation activities;
- ▶ staff's knowledge of the Integrated Management System's policies and procedures;
- ▶ supervision over and distribution of documented information.

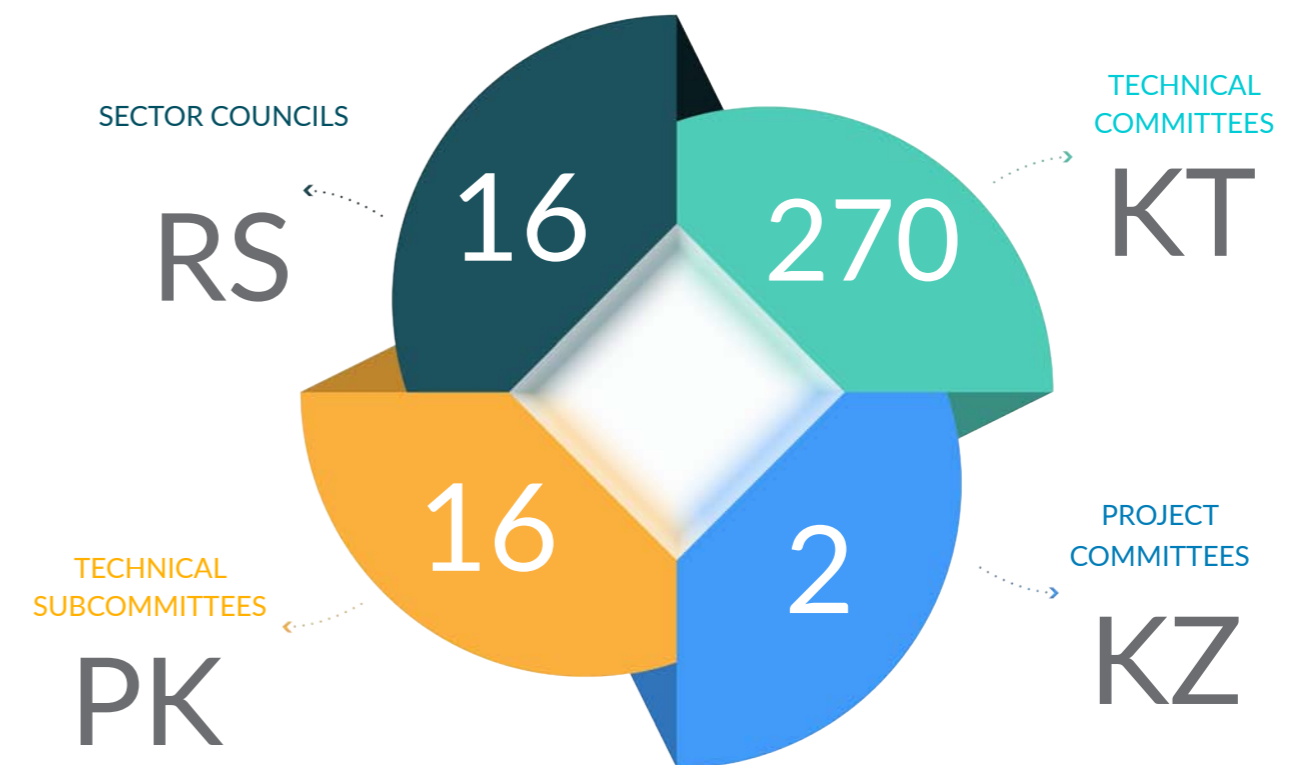




# Standardization in sectors



## TECHNICAL BODIES



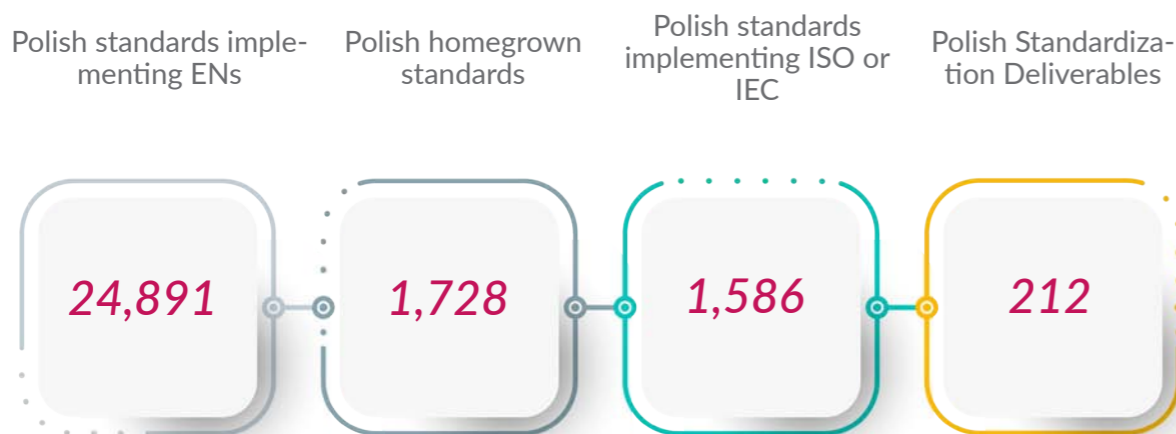
# PKN in numbers

## Standardization deliverables published in 2022



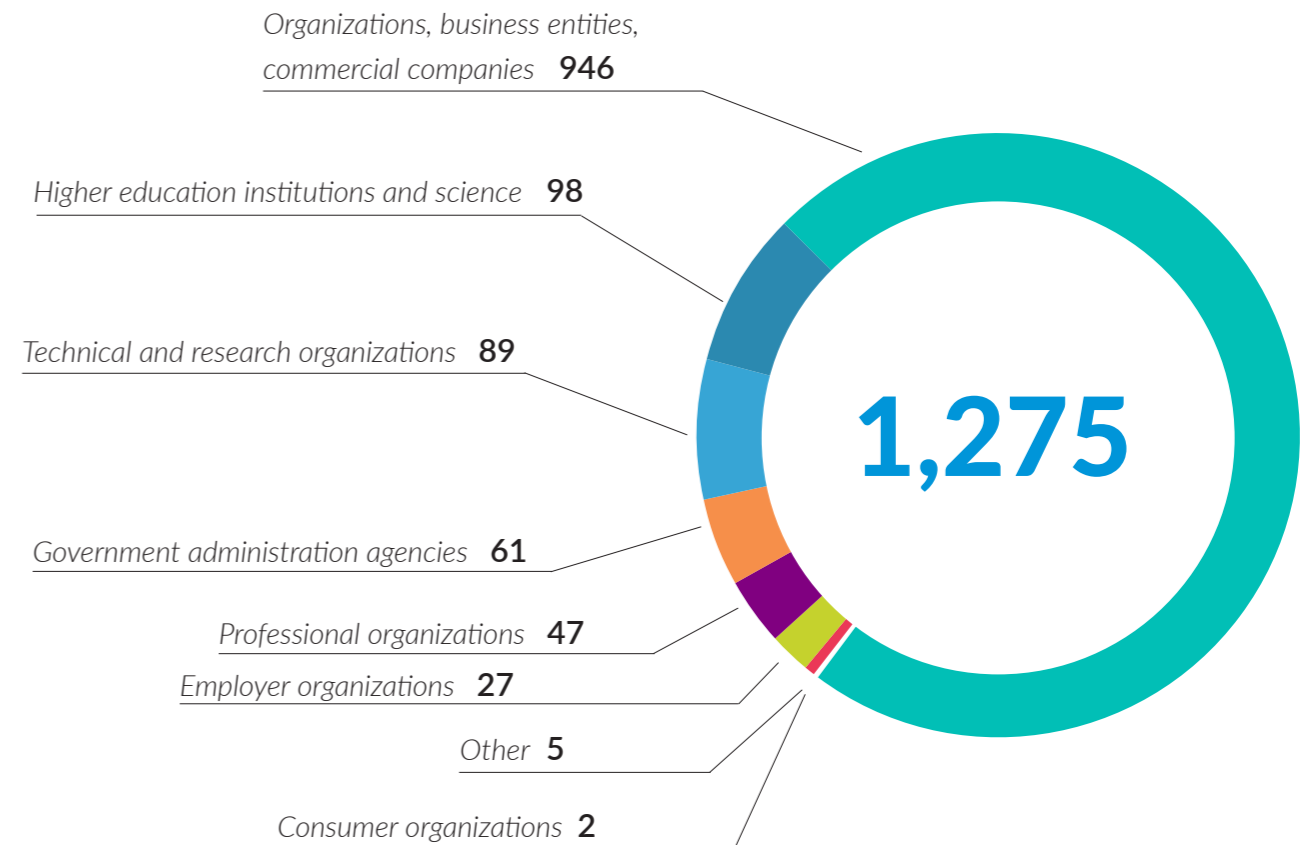
**1,406**

## The whole set of standardization deliverables\*

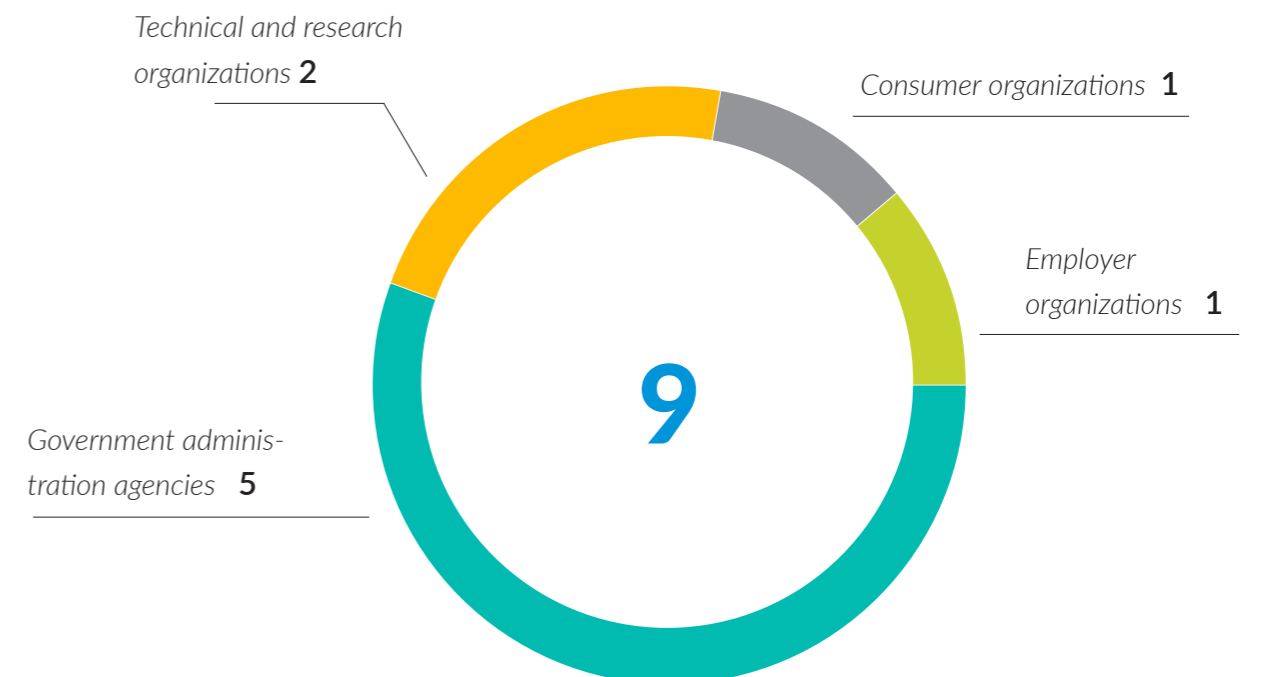


**28,417**

## Number of entities in KTs

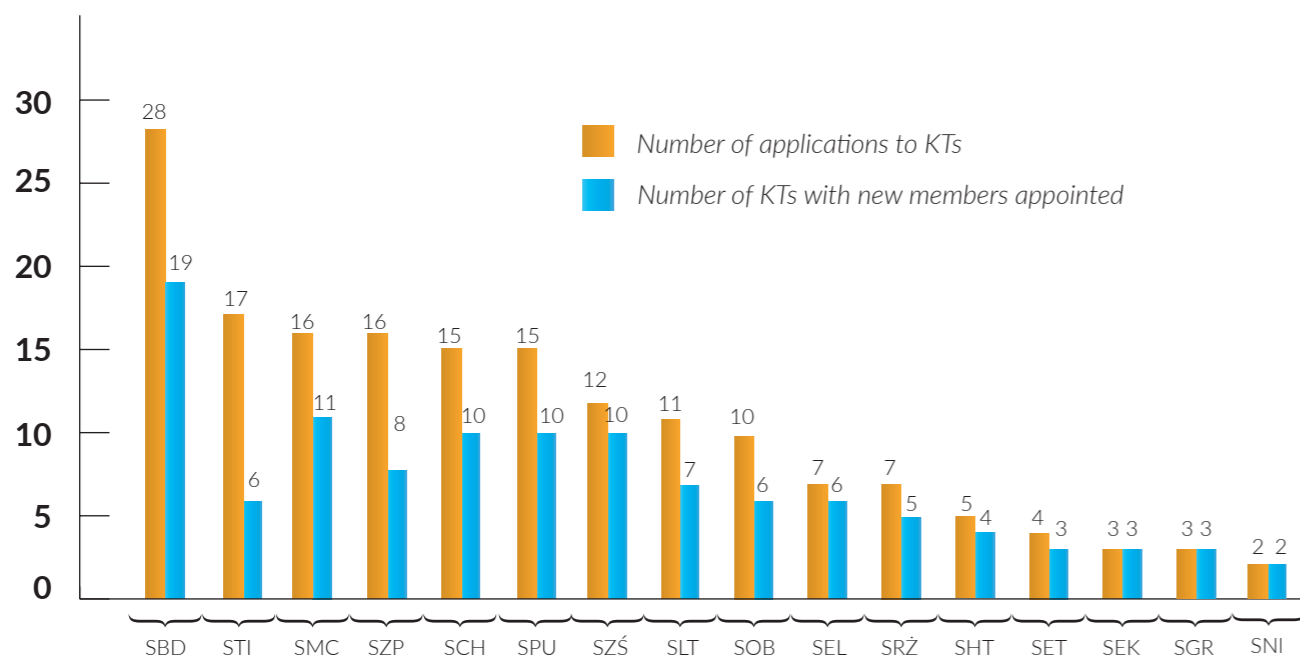


## Number of entities in KZs



The President of PKN appointed **93** entities as members of **113** Technical Committees (KTs), who declared **171** KT memberships, which means that some of the **93** entities applied to more than one KT. **85** entities with **150** KT memberships were dismissed. **64** entities (**120** KT memberships) declared complete withdrawal from the work in TBs.

Appointments to KT's in 2022 by sector



By the end of 2022, **3,598** people representing **1,275** entities participated in the work of **270** KT's - **3,214** KT applications.

By the end of 2022, **9** entities through their **20** representatives participated in the work of **2** KZs.

Reorganization of PKN's Standardization Division

The main objectives of reorganizing PKN's Standardization Division were to:

- ▶ optimize the process of developing standards and other standardization deliverables;
- ▶ digitize and build a coherent system for developing standards and other standardization deliverables;
- ▶ streamline activities related to coordination of the execution of substantive tasks;
- ▶ more effectively support standardization work in many industries, as well as better use and transfer methodological knowledge;
- ▶ adapt and develop software related to enhancing the process of developing standards and other standardization deliverables;
- ▶ adapt the scope of activities to the actually executed activities of the Departments.

The reorganization was implemented by Order No. 220 of the Prime Minister, of 29 July 2022, amending the order on conferring a statute upon the Polish Committee for Standardization (Monitor Polski 2022, item 747).

The amendments were supported by the Standardization Council by Resolution No. 10/V/2022 of 27 September 2022.

Amendments concerning financing of standardization activities

The principles of financing standardization activities are defined by Order 12/2023 of the President of PKN, which specifies:

- ▶ model contracts concluded by PKN with a Contractor of standardization work (contract for a work item), an Ordering Party (contract for on-request service), or a natural person (other contracts);
- ▶ general conditions for delivering standardization work;
- ▶ principles of settling the contracts;
- ▶ rules for the pricing of standardization work.

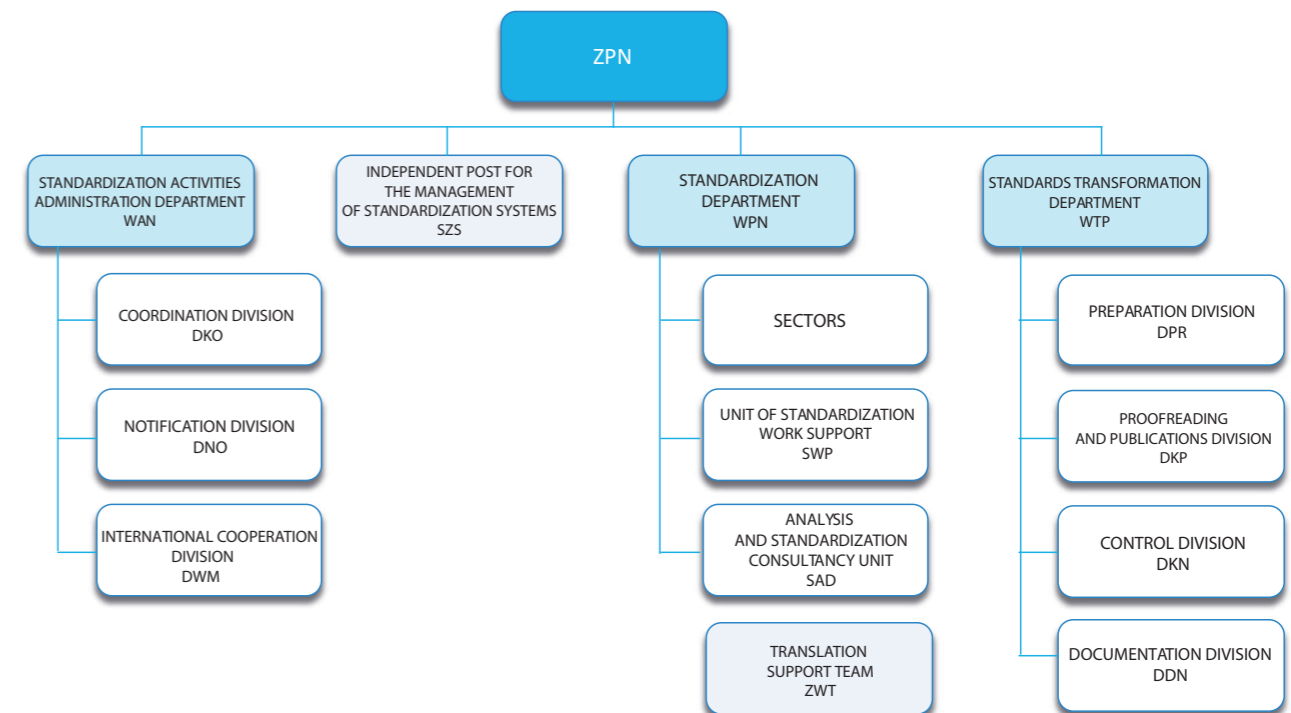
In 2022, a revision of the order was prepared in all the mentioned areas, taking into consideration:

- ▶ implementation of the SDL Trados automated translation system;
- ▶ reorganization of PKN's Standardization Division.

In consequence of using the automatic translation system, there is a change in the role and tasks of a Contractor of standardization work. The SDL Trados system, on the basis of a content database and translation memory, prepares a preliminary translation of a PN/PDN. The new role of a Contractor of standardization work is to fill in and verify the translation.

The order's revision introduced automatic publication, on PKN's website, of all invitations to tender for preparing verified translations of PNs/PDNs.

Current organization chart of the Standardization Division:





**Implementation of the MarkLogic database software**

As technology changes and develops, so does the way in which people do business, cooperate, and use information.

At the European and international level, there are projects being carried out that concern implementation of standards / other standardization deliverables for machine reading. PKN is preparing for carrying out those projects at the national level. The first step is to introduce an appropriate file format for standards / other standardization deliverables.

In 2022, the MarkLogic database software was expanded by further subscriptions, which was used to build a performance-and-reliability cluster. As part of the efforts to streamline the work of the PKN team, the client layer of the Document Repository was designed. The Repository is an electronic resource designed to manage standardization deliverables, taking into account all the stages of their life cycle, from document creation, management and transmission, to the archiving stage.

Currently, the basic format of standardization deliverables is PDF. According to the adopted assumptions, the intermediate file is to be an XML file in the NISO STS format. Implementation of the above solution will allow to extend services for PKN's stakeholders who, depending on their needs, will be able to purchase/view standards in various formats, e.g. html, PDF, docx, ePub, MOBI and, in the future, use machine-readable standards. Existing formats such as paper or PDF will remain, but standards will evolve to meet the growing digital needs of stakeholders.

**Participation of Small and Medium-sized Enterprises (SMEs) in standardization work**

By the end of 2022, the representation of SMEs (entities with up to 250 employees) was as follows:

- ▶ on Technical Committees (KTs) – 63.9%;
- ▶ on Project Committees (KZs) – 0%;
- ▶ on Technical Subcommittees (PTs) – 43.6%.

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

- ▶ microenterprises – 209 entities (384 TB applications);
- ▶ small enterprises – 190 entities (300 TB applications);
- ▶ medium-sized enterprises – 250 entities (458 TB applications).

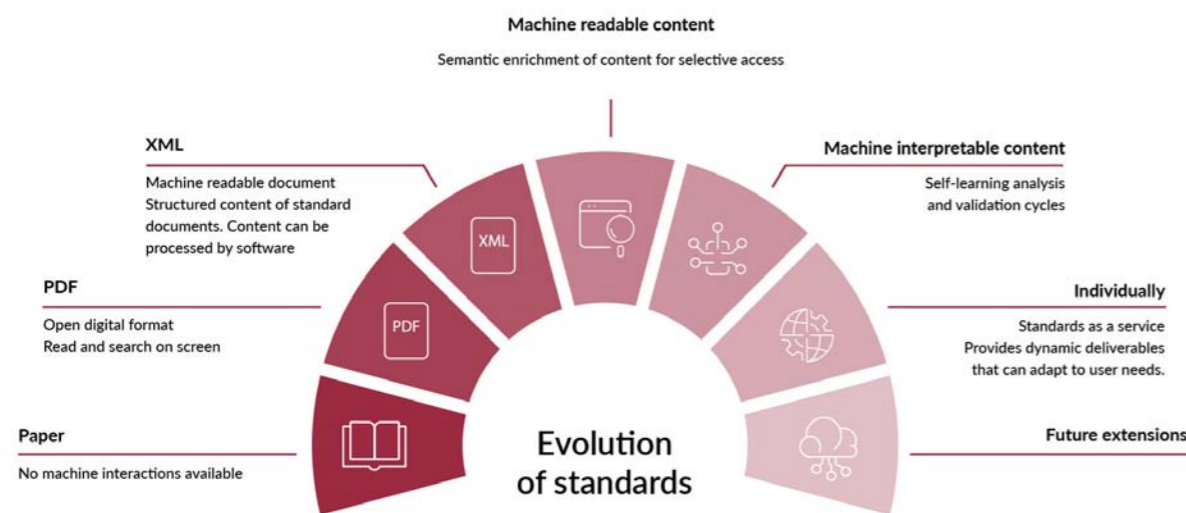
In total, in 2022, SMEs were members of 250 Technical Bodies, including:

- 239 – KT;
- 0 – KZ;
- 11 – PK.

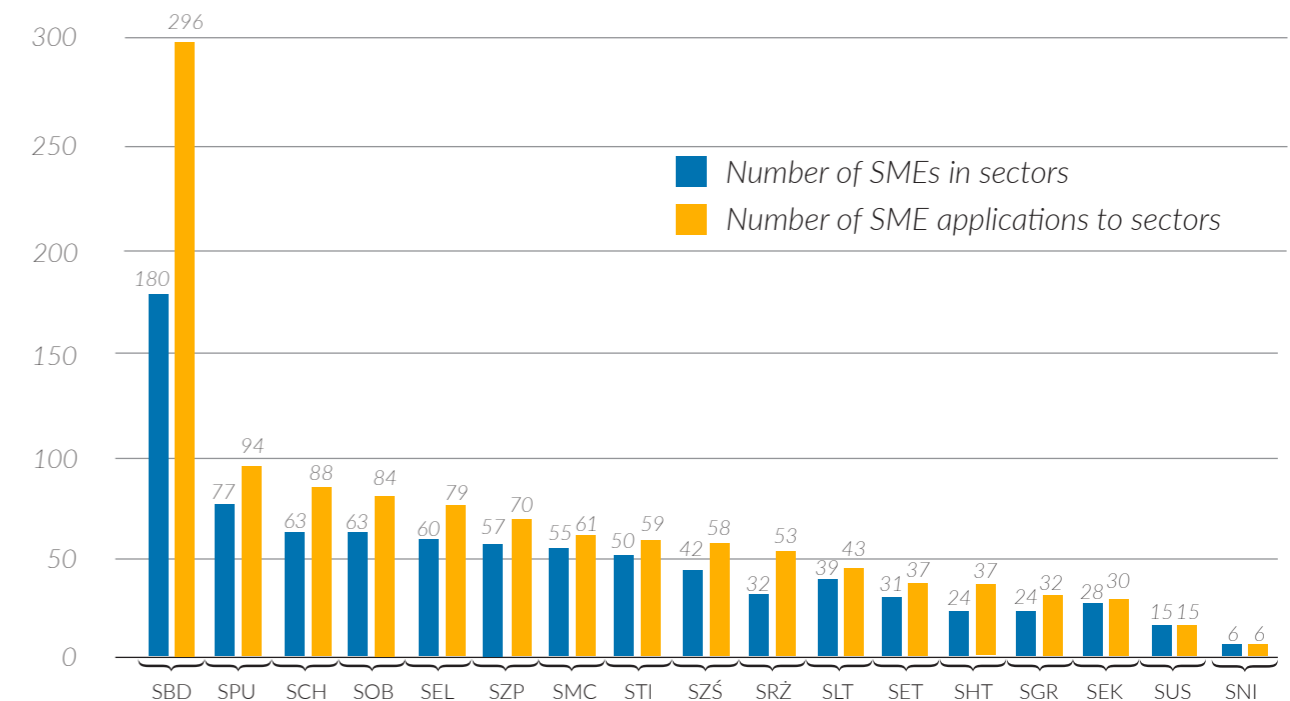
The largest group of KT members are entities from the group of organizations, business entities, and commercial companies (946) (74.2% of members), i.e. 52.8% of KT applications. A whopping 67.3% of them (637 entities) are SMEs that are interested in work at one or two KTs (they have applied to one or two KTs).

Like in previous years, the greatest activity of SMEs can be seen in the following Sectors: Construction and Building Structures (SBD) and Consumer Products (SPU).

Schematic diagram of standards development



Number of entities and SME applications to TBs in 2022 by WPN sector



## Work program and development of standards

### Standardization work program

PKN's standardization work program is created based on the work programs of Technical Bodies that operate under PKN, in accordance with the priorities set by the Standardization Council.

On 7 December 2022, by resolution No. 11/V/2022, the Standardization Council (the opinion-giving and advisory body of PKN) defined priority tasks for standardization work to be carried out in the years 2023–2026:

1. Ensuring consistency of the national system of standardization with the European and international systems of standardization.
2. Fulfilling the agreed needs of stakeholders, first and foremost translation of European Standards, with particular attention to the needs of the government administration in the scope of translation of standards harmonized with the New Approach directives.
3. Fulfilling the agreed needs of stakeholders with regard to national standardization, with particular emphasis on TB requests for developing homegrown Polish Standards following their notification, and submitting drafts of homegrown Polish Standards to European and international organizations as proposals for new items.

Standardization work is financed from the budget and the pool of funds for contracted services. The standardization work program includes items that concern entering the following into the collection of Polish Standards:

- ▶ European Standards (EN);
- ▶ International Standards (ISO, IEC);
- ▶ European and International Standardization Deliverables;
- ▶ Homegrown Standards;
- ▶ Polish Standardization Deliverables (PDNs).

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

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

PKN's standardization work program is published on PKN's website on an ongoing basis.

## Review of PNs and withdrawals of standards

PKN takes care to keep the collection of Polish Standards up to date. At the beginning of each year, a review of PNs is announced in accordance with procedure R2-P4 Review of Polish Standards as well as Withdrawal of Polish Standards and Polish Standardization Deliverables. The review covers PNs that were published 5, 10, 15, 20, and 25 years earlier. In 2022, the review covered standards published in 2016, 2011, 2006, 2001, and 1996.

Technical Bodies relevant to the specific subject matter are authorized to verify the up-to-dateness of Polish Standards. Since 2014, they have been operating using the Polish Standardization Resource (PZN) application. As a result of the review, a further course of action is decided:

- ▶ the standard is up-to-date (in the case of correction of errors / addition of national elements, it requires preparation of the correction);
- ▶ the standard is to be amended;
- ▶ the standard is to be withdrawn.

In 2022, the review covered 795 work items.

As a result of the conducted review:

- ▶ 595 PNs remained valid;
- ▶ 37 PNs need to be updated or amended;
- ▶ 163 PNs were designated for withdrawal.

Overall, as a result of the 2022 review and completion of the post-review actions agreed in 2021, 179 invalid PNs have been withdrawn from the collection of Polish Standards. Most standards were withdrawn in the following WPN sectors:

- ▶ Health, Environment and Medicine – 50;
- ▶ Machinery and Engineering – 21;
- ▶ Metallurgy – 21;
- ▶ Food, Agriculture and Forestry – 20.

## Cooperation with European and international standardization organizations

### IEC

PKN COOPERATES WITH **184** TECHNICAL COMMITTEES (TCs) AND SUBCOMMITTEES (SCs)

IN THE WORK OF **120** WORKING GROUPS (WGS) THERE WERE **78** EXPERTS FROM POLAND INVOLVED

In 2022, PKN issued opinions on a total of 1,187 IEC working documents, including 743 relating to TCs/SCs, of which PKN is a "P" member. PKN issued opinions on 621 draft standards. Content-related or editorial remarks were submitted with respect to 67 working documents, including 18 draft standards.

Membership of IEC in 2022

Membership	Committees (TC)	Subcommittees (SC)	Total (TC and SC)
Participant (P)	33	21	54
Observer (O)	80	50	130

### ISO

PKN COOPERATES WITH **653** TECHNICAL COMMITTEES (TCS) AND SUBCOMMITTEES (SCs)

IN THE WORK OF **207** WORKING GROUPS (WGS) THERE WERE **165** EXPERTS FROM POLAND INVOLVED

In 2022, PKN issued opinions on 3,489 ISO working documents, including 2,979 relating to TCs/SCs of which PKN is a "P" member. Last year, 1,076 positions for voting on draft standards were submitted to ISO. Remarks were submitted with respect to 89 deliverables.

Membership of ISO in 2022

Membership	Committees (TC)	Subcommittees (SC)	Total (TC and SC)
Participant (P)	66	152	218
Observer (O)	165	270	435

### CEN

IN THE WORK OF **367** WORKING GROUPS (WGS) THERE WERE **331** EXPERTS FROM POLAND INVOLVED

Opinions were issued on a total of 3,810 CEN working documents, including 1,635 draft European Standards – at the survey and formal voting stages. Content-related or editorial remarks were submitted with respect to 144 working documents, including 96 drafts at the survey and formal voting stages.

### CENELEC

IN THE WORK OF **39** WORKING GROUPS (WGS) THERE WERE **37** EXPERTS FROM POLAND INVOLVED

Opinions were issued on 782 CENELEC working documents, including 742 draft European Standards – at the survey and formal voting stages. Content-related or editorial remarks were submitted with respect to 21 drafts.

### ETSI

PKN SUBMITTED ITS POSITIONS ON **48** DRAFT ETSI (prETSI EN) STANDARDS.

photo: iasto / Adobe Stock

## PKN Awards

All the entities that actively participate in standardization work contribute to building a solid technical basis for making products and systems safer, more efficient, and of high quality. Every year, PKN gives awards to individuals or companies which – by supporting the standardization system – truly stand out from others.

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

**PROMOTER OF EDUCATION ABOUT STANDARDIZATION** – this honorary title is awarded to a person who supports education about standardization through political, organizational, promotional, and/or publishing activities. Who contributes to the dissemination of knowledge of standardization, and the promotion of standardization in education. Who actively participates in the process of implementing education about standardization into the teaching practices.



## 2022 Laureates

### ► Standardization Compass

#### **Professor Zbigniew Giergiczny, PhD hab. Eng**

– actively participates in the work of four Technical Committees of PKN: KT 196 Cement and Lime, KT 274 Concrete, KT 307 Sustainable Construction, and KT 308 Assessment of Releasing Hazardous Substances from Construction Products, in the establishment of which he participated and was its first chairman. The professor actively participates as an expert in the efforts of the European Committee for Standardization Working Groups CEN/TC 51/WG 6 Lime and Cement, CEN/TC 104/WG 15 Ground Granulated Blast Furnace Slag in concrete composition, CEN/TC 351/WG 1 and CEN/TC 104/WG 4, as well as in the preparation of national standardization deliverables that are national supplements to PN-EN European Standards. These are important for the national construction sector. They allow a wider use of experience and effective application of industrial by-products in construction (fly ash, slags from the iron and steel industry, recycled aggregates, etc.). This applies to PN-B-19707, which concerns special cements, as well as to the national supplement to PN-EN 206 contained in PN-B-06265. In his scientific and teaching work, prof. Zbigniew Giergiczny significantly promotes the topic of standardization through publications, conference presentations, and educational efforts. As an expert, he actively participates in the work

of the Association of Cement Producers (SPC), the Association of Ready Mixed Concrete Producers (SPBT), and the Scientific Council at the General Directorate for National Roads and Highways (GDDKiA). He tries to implement his practical experience in standardization solutions.

**Polish Forum ISO 9000 Club** – Poland's largest and Europe's only non-governmental organization of product and service suppliers, which deals with the implementation, enhancement, and development of management systems and conformity assessments, including based on provisions of the ISO 9000 family of standards. Having operated for over twenty-five years now, the Polish Forum ISO 9000 Club is at the forefront of organizations supporting Polish standardization in the international and European arenas. The Club cooperates with the Polish Committee for Standardization in the development, application, and promotion of Polish Standards concerning management systems, including innovation management. The current President of the Club – Marek Roszak, PhD hab. Eng, professor at the Silesian University of Technology – is a member of PKN's Standardization Council. The Polish Forum ISO 9000 Club is a member of PKN/KT 6 Management Systems and PKN/KT 336 Innovation, i.e., committees that review and adopt ISO documents most important for the Club's activities. The Club actively participates in standardization work, e.g., by cooperating with other entities in reaching national positions presented at European and international

forums, participates in the efforts of Project Groups, gives opinions on drafts of Polish, European, International Standards and other standardization deliverables, participates in voting, as well as delegates experts to Working Groups of international and European standardization organizations. The Club stands out thanks to its long experience and commitment to development and promotion of standardization in the field of management systems. The Club's activities promoting quality systems included in quality management standards contribute to dissemination of those systems among practitioners, and allow their enhancement.

### ► Promoter of Education about Standardization

**Elżbieta Replińska** – a certified teacher from the Nicolaus Copernicus Complex of Secondary Schools No. 2 in Siedlce. In the 2017/2018 school year, on the initiative of Elżbieta Replińska, the Complex of Secondary Schools No. 2 in Siedlce introduced 30 hours of the subject 'Standardization' for the groups of students that follow the logistician/technician learning profile. Elżbieta Replińska's achievements in her teaching work include her students' numerous successes in competitions and contests, as well as the additional classes she conducts to prepare students for the competitions in her original workshops. For many years now, her students have been taking part in the "Standardization and Me" competition organized by PKN, and have been placing high.

Elżbieta Replińska herself placed first in the "lesson plans" category in the 7th and 8th editions of PKN's standardization competition, and third in its 9th edition.

Issues related to standardization were incorporated into projects executed under the supervision of Elżbieta Replińska as part of the Mazovia Province Local Government's Project entitled "Mazovia – scholarships for vocational school students" (14 scholarship holders carrying out projects). She is the recipient of numerous awards and distinctions including, among others, the Medal from the Commission of National Education, the "Scholarship Holder's Guardian of the Year 2017/2018" as part of the Mazovia Province Local Government's Project entitled "Mazovia – scholarships for vocational school students", the "Scholarship Holder's Guardian of the Year 2018/2019" competition as part of said project of the Mazovia Province Local Government, and "Environmental Education".





photo: iStockStudio / Adobe Stock

## Education about Standardization

The objective of PKN's educational activities is to promote standardization and help to introduce standardization essentials into schools and teaching curricula, mainly at vocational schools and higher education institutions.

### Secondary education

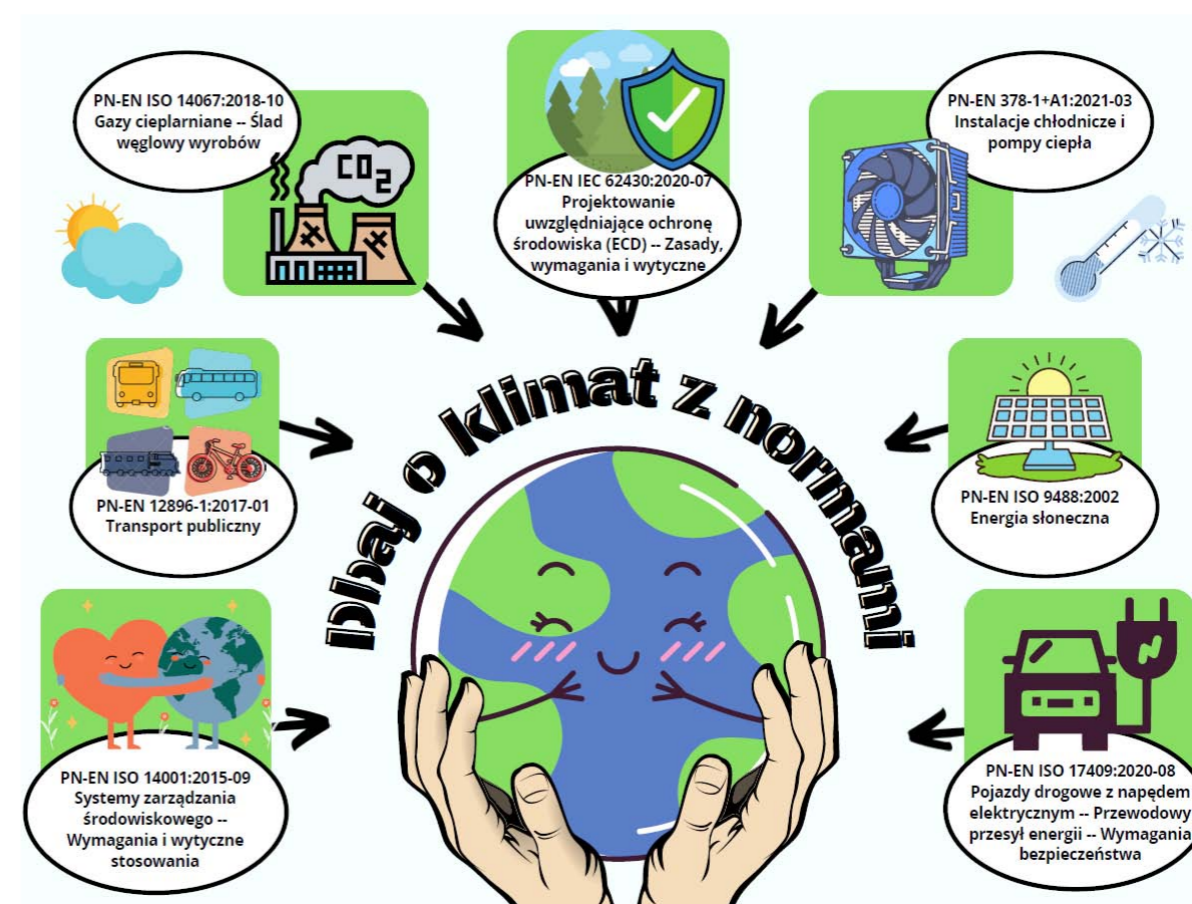
The 10th Nationwide "Standardization and Me" Competition was addressed to students and teachers from secondary schools. The theme of the competition was "Take care of the climate with standards". Students in the competition prepared works in three categories: comic strips, essays, and videos, while teachers developed lesson plans. 157 people participated.

The aim of the competition was to:

- ▶ disseminate – among the young generation – the conviction that technical standards and normalization play an important role in everyday life;
- ▶ support teachers in introducing standardization topics and information on the role of standards into lessons;
- ▶ raise environmental awareness and shape ecological attitudes among young people.

The above-mentioned initiative received:

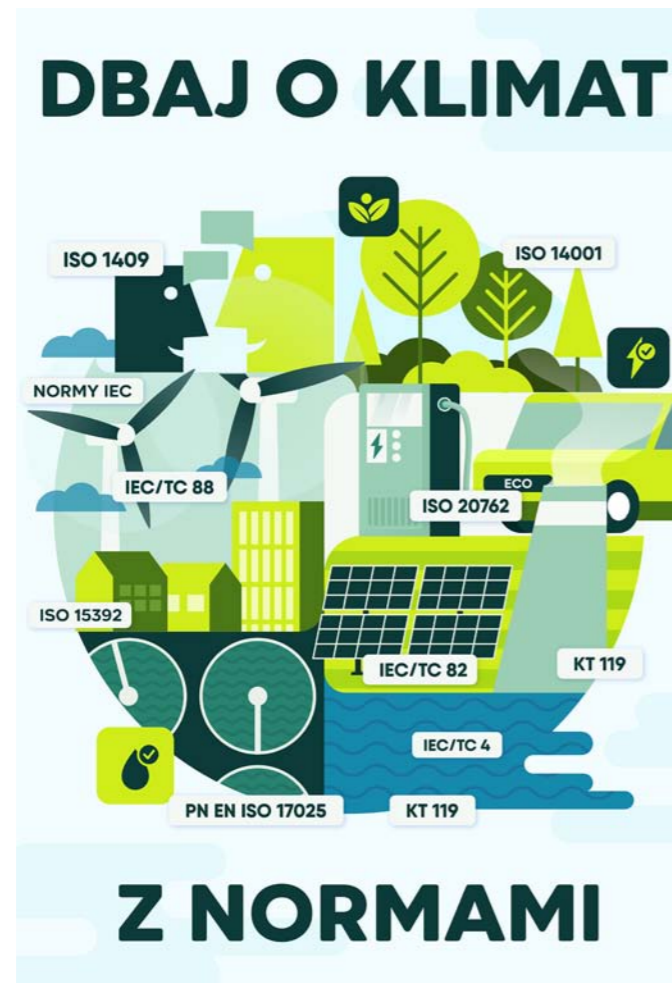
- ▶ honorary patronages of: Ministry of Education and Science, Ministry of Climate and Environment, Institute of Environmental Protection – National Research Institute, and Voluntary Labour Corps;



"Standardization and Me" competition  
First place: Oliwia Klewek



"Standardization and Me" competition  
Third place: Piotr Gotowicki



"Standardization and Me" competition  
Second place: Weronika Kosieradzka

- ▶ methodological support from: Centre for Education Development, Computer Assisted Education and Information Technology Centre in Warsaw, National Centre for Agricultural Education in Brwinów, Łódź Centre of Teacher Training and Vocational Education;
- ▶ media patronages (press, radio, web portals): "Perspektywy", ekoedu.com.pl, Portal Komunalny.pl, światoze.pl, teraz-środowisko.pl, wysokienapięcie.pl.

In June, an online meeting of the winners and guardians of the students from the 10th "Standardization and Me" National Competition was held with Ewa Zielińska – President of the Polish Committee for Standardization. During the meeting, the participants exchanged their experiences and proposed topics for future competitions.

#### Support for standardization competitions organized by other entities

PKN funded prizes for the winners of the 4th "Standardization around us and for us" Standardization Knowledge Competition organized by the Łódź Centre of Teacher Training and Vocational Education (ŁCDNiKP) in Łódź, the 1st Regional Standardization Knowledge Competition in Krotoszyn, and the 5th Provincial Standardization Knowledge Competition in Starachowice.

#### Meetings with students and conferences for teachers

Held as part of the support for schools and teachers were six meetings with students and two conferences co-organized with ŁCDNiKP in Łódź.

In cooperation with Teacher Training Centres throughout Poland, PKN conducted training courses in standardization education for teachers of vocational subjects. 426 teachers participated.

#### Higher education institutions

In 2022, nine seminars were held at universities for students, doctoral students, and academics: an open lecture for students and academics at the Main Library and Faculty of Mechanical Engineering and Robotics at AGH University, Faculty of Mechanical Engineering and Faculty of Construction and Environmental Sciences at the Białystok University of Technology, Faculty of Mechanical Engineering and Technology at the Silesian University of Technology, Faculty of Economics and Management at the University of Zielona Góra, Faculty of Management at the University of Łódź, Faculty of Civil Engineering and Transport at the Poznań University of Technology, the Vistula Academy of Finance and Business in Warsaw, and the Institute of Food Science attached to the Faculty of Food Technology at the Warsaw University of Life Sciences.

In 2022, nine higher education institutions had access to the collection of Polish Standards at preferential prices under cooperation agreements. In return, the universities introduced a subject related to standardization into their curricula, and implemented an Information Security Management System.

PKN's participation in the most important international and European events, as well as international initiatives undertaken by PKN.

## International relations

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

PKN is a member of 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. Thanks to its membership of these organizations, PKN enables Polish stakeholders to be actively involved in the standardization work of European and international institutions. Representatives and delegates of PKN represent the interests of the Polish standardization system and Polish stakeholders in the management authorities and technical bodies of international and European standardization organizations.

In 2022, PKN's delegates participated in: 44th ISO General Assembly, 86th IEC General Meeting, 61st and 62nd ETSI/NSO meeting, and the Annual Session of CEN-CENELEC; in the meetings of the CENELEC Administrative Board (CLC/CA), General Assembly of CEN (CEN/AG) and CENELEC (CENELEC/AG), CEN and CENELEC Technical Boards (BT), CEN and CENELEC Administrative Boards Policy Working Group; the European Forum of Standards Distributors (EFSD), working groups of CEN/CENELEC Technical Boards No. 14 Procedures and Internal Regulations, No. 12 Harmonized Standards and the European Regulatory Framework, working groups of CENELEC Technical Board No. 143-1 Alignment of the Low Voltage Directive under the New Legislative Framework as well as No. 128-3 Efficiency. They also attended meetings of the CEN/CENELEC Crisis Management Network dealing with the promotion of a coordinated approach to the

issues of UkrNDNC (Ukraine), GOST R (Russia), BELST (Belarus), and EASC, as well as in meetings of the ISO group dealing with implementation of ISO's Regional Engagement Policy in Europe and Central Asia.

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).

What is more, as part of the 86th IEC General Session in San Francisco (U.S.), the Young Professionals (YP) workshop was held. One representative from Poland took part.

## Bilateral cooperation

### Cooperation with Ukraine

In 2022, an agreement on cooperation in the field of standardization was concluded with the Ukrainian standardization body State Enterprise "Ukrainian Scientific Research and Training Center for Standardization, Certification and Quality Problems" (UkrNDNC). The agreement was signed on 23 June 2022 in Prague. The signing of the Agreement on Cooperation in the Field of Standardization between PKN and UkrNDNC took place on the occasion of the annual CEN-CENELEC meeting being held in the Czech capital. The agreement was concluded for five years.

### Cooperation with the German standardization body (DIN)

Continuing the long-standing, fruitful cooperation between PKN and German standardization bodies, a licence agreement between PKN and the German Standards Institute (Deutsches Institut für Normung – DIN) was signed by mail in December 2022, concerning the translation of DIN 51807-1 and 51826 into Polish and the incorporation of those translations in national standards, their reproduction, and paid distribution.

# External Relations

Following good practice, correspondence was being exchanged and working meetings were being organized on-line with representatives of other standardization bodies (e.g. from Estonia, the Czech Republic, Lithuania, Slovakia, Germany, and Sweden). Those mainly concerned experiences with the systems used to manage standardization work as well as sales and services, participation in standardization organizations, and citing standards in public procurements.

### Baltic Standards Forum

As part of building the regional dimension of cooperation with European standardization bodies, PKN representatives took part in a meeting of standardization bodies of the Baltic states. The meeting took place on 24–26 August in Estonia. In addition to delegates from PKN, it was attended by representatives of standardization bodies from Lithuania (LST), Latvia (LVS), and Estonia (EVS). The topics discussed included the impact of COVID-19 on standardization organizations, the new working methods that they developed, challenges to the business models of national standardization bodies, the future of European standardization, IT solutions in the age of pandemics, as well as new achievements in services and products.

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

In 2022, two 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 Ministry of Development and Technology. This form of participation in the Committee's meetings makes it possible to present the national position, reflecting the needs of national standardization, and to monitor the execution of the EU standardization policy by the European Commission.

## Correspondence with Polish government offices

The exchange of correspondence between PKN's managerial staff and the ministries happened like it does every year, and primarily concerned the regularly held meetings of bilateral commissions for economic cooperation between Poland and non-EU countries.

In its letters to central offices, the Polish Committee for Standardization informed them about the activities that it independently undertook in the international arena, as well as about the progress of bilateral cooperation on technical policy and standardization between PKN and national standardization bodies of countries that do not belong to ESOs.

PKN participated in preparing Poland's position regarding the "Standardisation Strategy" published by the EC on 2 February 2022. The Strategy assumes, inter alia, prioritization of standardization needs in strategic areas, establishment of new structures at EU and EC level (High-Level Forum, Chief Standards Officer, EU Centre of Excellence), amendment to Regulation 1025/2012 on European standardization, promotion of innovation through standardization activities and early foresight activities, as well as dissemination of information about standards in the academic community. PKN's comments on the published document were forwarded to the Ministry of Development and Technology.

## Activities in Poland

### PKN's image-building activities

Tasks aimed at promotion of the voluntary standardization system, e.g. by organizing events addressed to clients, preparing and coordinating the participation of PKN's representatives in conferences or seminars, processing requests for the patronage of the President of PKN, updating the contents of the Bulletin of Public Information (BIP), [www.pkn.pl](http://www.pkn.pl) and [wiedza.pkn.pl](http://wiedza.pkn.pl) web portals, maintaining PKN accounts on social media, and publishing the "Wiadomości PKN. Normalizacja" monthly.

### Polish Standardization Day

The Polish Standardization Day is celebrated on 20 May. It is an opportunity to promote the idea of voluntary standardization and to highlight the benefits of using standards. Also, it is a way to honour all the people and entities actively involved in Polish standardization, including government administration agencies, business organizations, and those devoted to science and technology.

To mark the Polish Standardization Day, PKN organized a free webinar on 19 May 2022 entitled "Standardization in information security, cyber security, and general safety".

Information security is a key issue in any organization, regardless of its field or size. Use of information security standards enables companies to manage the security of assets such as financial information, intellectual property, employee data, and information entrusted by third parties.

The webinar discussed topics such as: the importance of standardization in information security and general safety; what's new in the information security standards series – what changes have been made to the standards; general safety efforts at international and European level; management systems; digital independence; active participation in standardization at international level.



All those aspects were linked to Information Security Management Systems, i.e., integration of information management into companies' cultures.

The webinar had a very good turnout – 368 people attended.

### "Standardization in information security, cyber security, and general safety" on-site conference

On 13 December 2022, the Polish Committee for Standardization organized a physical conference devoted to standardization in information security. PKN's event was co-organized by the Government Centre for Security, whose speakers presented issues related to cyber security and critical infrastructure.

The main objective of the event was to provide access to up-to-date information in the field of se-



curity (including public and general safety) and to raise awareness of the role of standards in this area. Security and independence – aspects that have recently been on everyone's mind –



have been placed in digital, public, and informational contexts. Security was the frontline topic among stakeholders, with the guiding voice of experts.

The conference was attended by 116 people.

### Young Professionals program

Free meetings organized as part of the “Young Professionals in Standardization” program continued in 2022.

The program aims to systematize knowledge, raise awareness of PKN's work, and thus shape the future of standardization. Its participants are specialists involved in the work of PKN's Technical Bodies. This fourth edition of the program was held online. It was attended by 85 people from various sectors.

Topics tackled during the meeting on 29 November 2022:

- ▶ Citing of standards in laws, the legal status of standardization deliverables, harmonized standards;
- ▶ Process of developing a translated Polish Standard;
- ▶ Principles of editing standards. What to pay attention to when translating standards?

Participation in the program allows not only to broaden knowledge of standardization, but also to form new leaders and experts. Those joint meetings help to develop approaches that will facilitate the daily standardization practice and professional work.

### “Wiadomości PKN” monthly

The monthly of the Polish Committee for Standardization is issued in electronic form, and can be downloaded for free from [www.pkn.pl](http://www.pkn.pl). It features articles dedicated to the activities of PKN and standardization work in Poland, the European Union, and elsewhere in the world. Every issue of the monthly includes articles about standardization in important areas of the economy.



“Wiadomości PKN” popularizes standardization matters, draws attention to current trends and novelties in standardization work, and addresses problems stemming from future challenges in the field of standardization.

In 2022, it tackled topics related to sustainability in the broadest sense, cyber security, as well as climate change and technological innovation.

Every issue of the monthly also featured advertisements for the services and products offered by PKN.

### Social media

The Polish Committee for Standardization is successfully developing its activity on social media as regards the broadly-defined information and promotion. Thanks to information channels such as Facebook, Twitter, and LinkedIn, PKN follows the trends and is able to quickly react to the activity of the community that is brought together by its social media profiles, as well as conduct communication at various levels depending on the needs and assumed objectives.

### Activities on social media

Preparing and publishing standardization texts about important topics:

- ▶ corporate information security management, critical infrastructure protection, intelligent transport systems, standardization education, eco-design, water management, electro-waste, artificial intelligence;
- ▶ communication of current work items (amendments to standards, establishments of new KTs, publications of important documents);
- ▶ information about matters connected with PKN

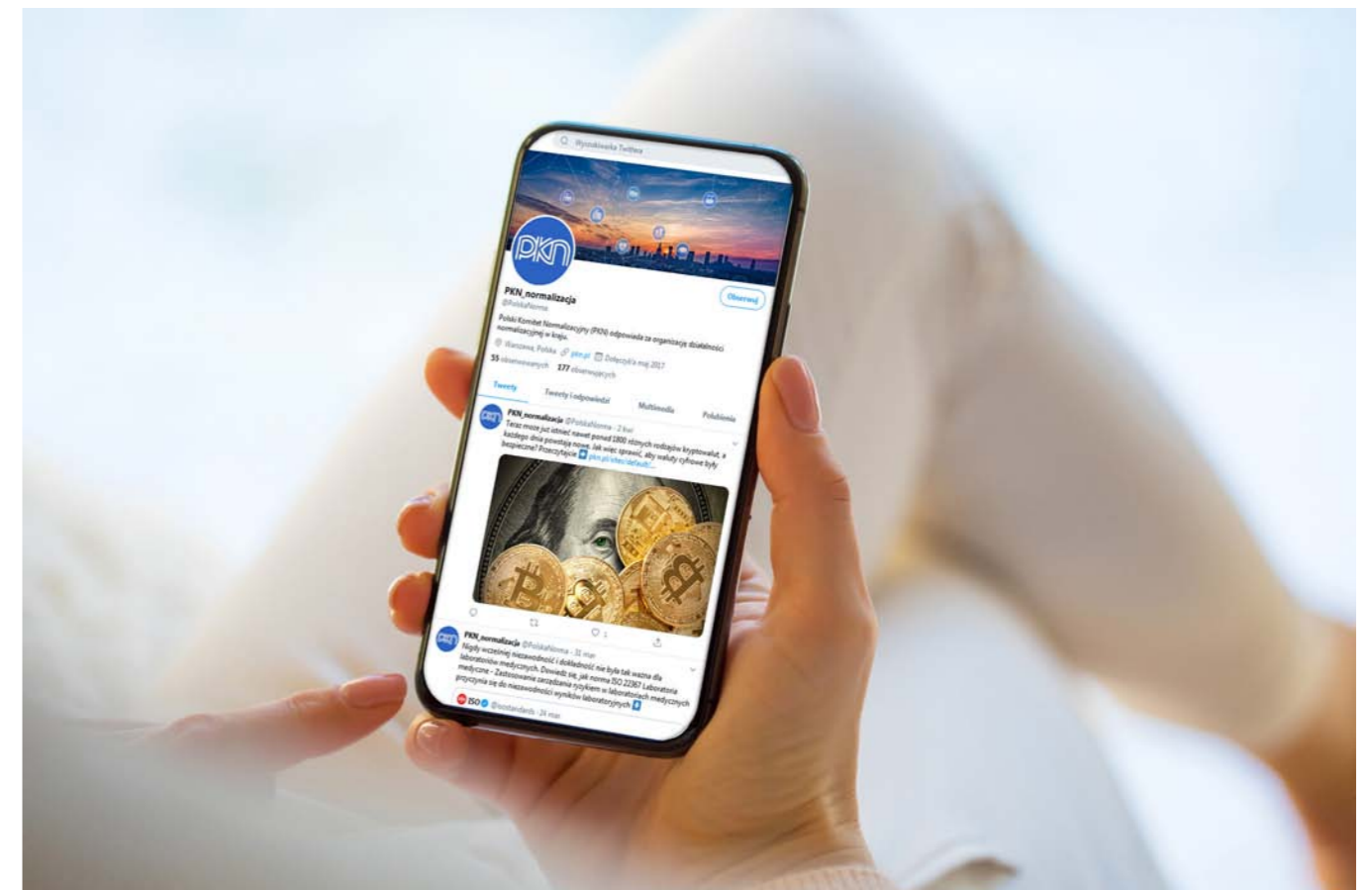
(publication of new issues of “Wiadomości PKN”, the PKN brochure, work advertisements, information about the organized training courses, webinars, the “Standardization and Me” competition, etc.).

- ▶ sharing of posts and campaigns of international and European standardization organizations (ISO, IEC, CEN, and CENELEC).

### Statistics

- ▶ FB: 1,000 followers, 903 profile likes
- ▶ Twitter: 259 followers, 56 followed
- ▶ LinkedIn: 1,376 followers

Social media are a platform for quick and effective information exchange. They allow to build a lasting and valuable relationship with current and future recipients of the presented content, which creates a positive image of the company and strengthens trust.



### PKN information brochures

#### ► “You and PKN”

The brochure is a brief, general guide to working at the Polish Committee for Standardization, intended for people newly hired at PKN. It covers the most important aspects of PKN's activities and presents the employees' opportunities.

#### ► “Standardization in information security. How to protect your assets?”

This brochure on Information Security Management Systems (ISMS) matched the theme of PKN's December conference on standardization in information security, cyber security, and general safety.

Implementing an ISMS means integrating information security into one's business continuity management systems to ensure that the company functions without disturbances.

By implementing an ISMS, companies/organizations demonstrate to stakeholders and customers that they are committed to secure information management. It is a great way to promote an organization, increase its competitiveness, achieve its goals, and prove trust.

It is worthwhile to plan well, implement effectively, verify, and improve any actions taken.

Similarly, it is worth updating one's knowledge of information security, cyber security, business continuity, and risk assessment.

This is why the brochure refers to training courses in those matters organized by PKN, encouraging active broadening of knowledge.



### Cooperation with partners of PKN

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

In March, as part of the Food Microbiology eForum, Izabela Ancuta – Head of the Food, Agriculture and Forestry Sector – gave a presentation on “Standardization for Food Microbiology”.

In June, as part of the 9th Digital Money & Blockchain Forum, a presentation entitled “Current status of blockchain and DLT technology standardization” was given by Tomasz Mazur – Head of the Information Technology and Communications Sector.

In October, during the FoodFacts Summit 2022 series of webinars and the then celebrated World Food Day, Izabela Ancuta (Head of the Food, Agriculture and Forestry Sector) gave a talk entitled “Food safety/quality and standardization”.

Also in October, during the 5th Innovation–Measurement–Accreditation Conference of the Subcarpathian Centre for Innovation (PCI), Wojciech Mazurek (Head of the Standardization Information Department) and Marta Krejpowicz (Head of the Health, Environment and Medicine as well as the Basic Problems and Management Systems Sectors) gave talks on “The role and importance of standardization in conformity assessment and certification of products”.

On 22 November, the European Business Forum in Katowice was held under the theme “The economy in uncertain times – challenges, threats, opportunities”. During the Forum, a series of panels and debates were organized on issues such as: cyber security, sustainability, ecology, health protection, employee safety, competitiveness of the Polish tourism industry. The talk that opened the EBF was given by Ewa Zielińska, President of PKN. Marta Krejpowicz, in turn, gave a presentation on sustainability in the context of standardization. The Forum was in hybrid form.

### Patronages

PKN took on the role of honorary patron or content partner of the following events:

- 27th International “Petrol Station” Fair (Polish Chamber of Liquid Fuels)
- Food Microbiology eForum (FoodFacts)
- 9th Digital Money & Blockchain Forum (Medien Service)
- World Food Day celebrations – FoodFacts Safety Week (FoodFacts)
- 17th Edition of the “Fire” Congress (DND Project)
- 11th CommonSign Conference Warsaw 2022 (Medien Service)
- “Industrial Safety” Conference (District Governor's Office in Krotoszyn)
- 5th Innovation–Measurement–Accreditation Conference (Subcarpathian Centre for Innovation, PCI)
- “Lubricants” Science and Technology Conference 2022 (Oil and Gas Institute)
- 5th Regional Standardization Knowledge Competition (Vocational School Complex No. 2 in Starachowice)
- 5th County Standardization Knowledge Competition (Complex of Secondary Schools No. 3 in Krotoszyn)
- Competitions organized by the Łódź Centre of Teacher Training and Vocational Education:
  - 4th Regional Standardization Knowledge Competition
  - 5th Regional Standardization Knowledge Competition
  - 6th Regional Technical Creativity Competition – MASTER OF TECHNOLOGY
  - 7th Regional Technical Creativity Competition – MASTER OF TECHNOLOGY

### Promotional campaigns

The aim of promotional campaigns was to disseminate information about the range of traditional training courses, online training courses, and events organized by PKN. In 2022, eight email campaigns were carried out, which concerned PKN's events, training courses, and published brochures, among other things.

Sales of PNs and other Polish deliverables made available either in paper form for mailing or as PDF files for downloading. Customers can make purchases in the online store by browsing its product catalogue, or by placing individual orders in the store, also on their own company forms.



**Sales of foreign and international standards and other deliverables** based on individual customer orders.



**Subscription** – a service that involves monthly delivery of newly published Polish Standards and standardization deliverables according to the domains of ICS groups and sub-groups selected by the customer. Delivery of standards under a subscription is subject to a 20% discount in relation to the catalogue price of individual documents.



**Reading Room (Czytelnia)** – a service that allows access to a given standard in read-only form for 30 minutes, using a web browser and an account created at the PKN online store.



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



**Online standards (Normy On-line)** – a service that allows access to the collection of Polish Standards stored on the PKN server. Access is possible from any computer or mobile device using a web browser and an account created on the WIEDZA platform. Standards are made available as 'read-only' documents, and access to them expires upon the end of the agreement with PKN.

## PKN products and services



**Results of standardization work, and special issues of “Wiadomości PKN”** – a service of sales of information about the results of standardization work on request and under a subscription, as well as special issues of the “Wiadomości PKN” periodical.



**Certification** – a service of certification of conformity with Polish Standards, which involves the conducting (by PKN, or by a certification body authorized by the President of PKN) of audit activities and granting the PN conformity mark to a product, system, or service.



**CS1 Register** – a service of keeping a register of unique numbers of devices necessary to identify a vehicle and equipment, pursuant to the provisions of PN-EN ISO 14816.

#### Sales of products and services in 2022 in thousands of PLN net

Sales of PNs, PDNs, and other Polish deliverables excluding sales under a subscription and in the time-limited reading room	<b>8,650</b>
Sales of PNs, PDNs, and other Polish deliverables in the time-limited reading room	<b>160</b>
PN subscription	<b>361</b>
Sales of standards and other foreign and international deliverables	<b>361</b>
Online standards (Normy On-line)	<b>1,520</b>
e-Access (e-Dostęp)	<b>388</b>
Results of standardization work and the special issue of “Wiadomości PKN”	<b>5</b>
Cooperation with higher education institutions	<b>138</b>
Training courses, including e-learning	<b>95</b>
Information services, reprints	<b>3.5</b>
<b>Total sales</b>	<b>11,675*</b>

\*The total sales value is lower than the sum of individual items because, for systemic reasons, invoice adjustments can only be included in the total sum of sales and cannot be assigned to any product item.

## Activities related to customer service and provision of information

PKN employees give answers to customer questions submitted via the *Contact* form, by email and also in telephone conversations. In 2022, 763 written inquiries were answered. The answers contained information about 1,257 standards.

Questions from PKN's customers were about, for example, prices and how to purchase PNs, international and foreign standards/deliverables, searching for standards on a given topic, use of withdrawn PNs, harmonized standards, rules for citing standards, planned dates of availability of standards in Polish, planned dates of introducing a European or International Standard into PNs, PKN's range of services, etc.

### Training courses

#### Online training courses

- ▶ PN-EN ISO/IEC 27001:2017-06 Internal Auditor of ISMS – lecture, exercises, workshops (×3)
- ▶ GDPR compliance audit – practical workshops (×2)
- ▶ Essentials of Polish standards and standardization deliverables (×1)

#### Traditional open training courses

- ▶ Internal auditor of Information Security Management Systems, in accordance with PN-EN ISO/IEC 27001:2017-06 (×5)
- ▶ Essentials of Polish standards and standardization deliverables (×2)

#### Closed training

- ▶ Essentials of Polish standards and standardization deliverables

#### E-learning

- ▶ Conformity assessment and certification
- ▶ Training for TB members and representatives of TB members
- ▶ Training for TB secretaries
- ▶ Training for WG experts
- ▶ Free training for representatives of TB members, TB secretaries, WG experts
- ▶ Free training – Standards around us

### Figures

Training type	Number of training courses completed	Number of training participants
Traditional open on-site, online, closed	14	208
e-learning (paid)	2	10
e-learning (free)	3	120
<b>Total</b>	<b>19</b>	<b>338</b>

# Finance

## Execution of the financial plan

The legal basis for financial management and accounting at PKN in 2022 were the following:

1. Accounting Act of 29 September 1994 (consolidated text: Journal of Laws 2021, item 217, as amended);
2. Public Finance Act of 27 August 2009 (consolidated text: Journal of Laws 2022, item 1634, as amended);
3. Regulation of the Minister of Finance of 13 September 2017 on special accounting principles and charts of accounts for the state budget, budgets of local government units, budgetary units, local government budgetary establishments, state special-purpose funds and state budgetary units based outside the borders of the Republic of Poland (Journal of Laws 2020, item 342);
4. Regulation of the Minister of Finance of 2 March 2010 on the detailed classification of incomes, expenses, revenues, costs, as well as means that originate from foreign sources (consolidated text: Journal of Laws 2022, item 513);
5. Financial instruction at the Polish Committee for

Standardization;

6. Accounting policy at the Polish Committee for Standardization.

In 2022, financial management was based on the Annual Plan approved by the President of PKN. This plan includes budget expenses and incomes.

## Budget incomes

Incomes were planned and achieved in a single Section 750 – Public administration, and Chapter 75002 – Polish Committee for Standardization.

Incomes are the net amounts derived from sales of standardization products.

In 2022, PKN transferred to the state budget the amount of PLN 898 thousand as value added tax (VAT).

In 2022, thanks to PKN's implementing of harmonized standards, the state budget (Ministry of Finance) received PLN 538 thousand from the European Commission.

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

No.	Description	Execution in 2021	Plan for 2022 according to the Act	Execution in 2022	Execution vs. plan for 2022 in %
1.	Proceeds from the sales of Polish Standards, PKN's own publications, and information activities	8,900.2	8,309	9,626	116
2.	Proceeds from license fees for standardization services	1,469.4	2,350	1,908	81
3.	Proceeds from training	62.3	55	92	167
4.	Proceeds from settlements/reimbursements from previous years / Proceeds from contractual penalties and compensations	1.9	0	240	-
5.	Standards on request	60.5	60	58	97
6.	Proceeds from various sources	672.7	500	691	138
7.	Interest	0.3	0	0	-
<b>Total</b>		<b>11,167.3</b>	<b>11,274</b>	<b>12,615</b>	<b>112</b>

## Budget expenses

The planned budget expenses according to the 2022 Budget Act amounted to **PLN 39,682 thousand** and were assumed in the following Sections:

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

Pursuant to Article 15zi(6) of the Act of 2 March 2020 on special solutions related to the preventing, counteracting, and combating of COVID-19, other infectious diseases, and crisis situations caused by them (Journal of Laws 2021, item 2095, as amended),

as well as Article 69 para. 1 and 2 of the Act of 31 March 2020 on amending the Act on special solutions related to the preventing, counteracting, and combating of COVID-19, other infectious diseases, and crisis situations caused by them and certain other acts (Journal of Laws 2020, item 568, as amended), the Minister of Finance amended the state budget, in that he reduced the plan of expenses of the Polish Committee for Standardization – part 65 of the state budget in 2022 by PLN 834 thousand, to the amount of **PLN 38,848 thousand**. The amended plan in 2022 amounted to **PLN 38,848 thousand** and included Section 750 – Public administration, chapter 75002 – Polish Committee for Standardization.

### Execution of the total planned expenses in 2022 in thousands of PLN

Description	2021	2022		
	Execution	Plan	Execution	Execution in %
1	2	3	4	5
Section 750 – Public administration	34,600	38,848	38,439	99
Chapter 75002	34,600	38,848	38,439	99
A – Personnel expenses	55	93	86	92
B – Total overheads	33,781	35,555	35,153	99
1. Total remuneration	18,540	18,792	18,747	100
2. Remuneration derivatives, write-offs for the Company Social Benefits Fund, the State Fund for the Rehabilitation of the Disabled, and Employee Capital Plans	3,861	3,938	3,869	98
3. Development and publishing of Polish Standards	853	883	870	99
4. Information activities, sales organization and certification	257	210	199	95
6. External Relations	3,839	4,421	4,404	100
5. Training courses for employees	87	98	98	100
6. Training courses for external customers	36	50	46	92
7. Expenses on information technology	3,760	4,110	4,083	99
8. Expenses on maintenance and other	2,548	3,053	2,837	93
C – Capital expenses	764	3,200	3200	100
D – Section 752 – National defence	8	0	0	-
Overheads:	8	0	0	-