POLISH COMMITTEE FOR STANDARDIZATION

ANNUAL REPORT

2015

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Ladies and Gentlemen,

In 2015, the Polish Committee for Standardization (PKN) successfully completed its statutory tasks with the involvement of all its employees. The key goal for PKN is to provide various services to our clients – this is the underlying idea of our strategy for 2014–2020. On the one hand, we focus on satisfying our clients' current needs, but on the other hand we seek to increase the public awareness of standardization. For this reason, the management of PKN have begun a series of meetings with the managers of businesses and institutions that participate or may participate in standardization. In the former case, the purpose of the meetings is to find out about the expectations of the interested organizations, while in the latter case we intend to encourage them to take part in the work of PKN technical bodies as we outline to them the benefits coming from involvement in the standardization process. The meetings are held as an alternative to one, large meeting organized in Warsaw. By visiting our partners we show them respect and create a situation that is beneficial to both parties.

Furthermore, we have decided to award recognitions to natural and legal persons for their contribution to standardization. And I specifically mean standardization, not PKN. Such recognition, which as a rule is awarded to one person or entity in a year, has been called the STANDARDIZATION COMPASS. This compass points to Polish Standards in all directions. The first recognitions were conferred on two persons (well, there is an exception to each rule): Professor Stanisław Tkaczyk and Mr. Bogdan Tatarowski.

PKN is a company that wishes to use modern technologies so as to expedite the work and facilitate operations of technical bodies. To this end, a conference and training room complete with technical facilities has been built and handed over for use. This initiative was made possible with the extra financial support from the Ministry of Finance. The room is named after Professor Piotr Drzewiecki – the first President of PKN and the first Mayor of Warsaw in the Second Republic of Poland.

Please see the report for details about our activities in 2015.

Tomasz Schweitzer, PhD Eng

President of the Polish Committee for Standardization

Warsaw 2016

Ladies and Gentlemen,

The year 2015 brought on many developments and changes.

The Standardization Council – in accordance with its brief – continued to support PKN in delivery of its mission and mapped out new areas that were important for standardization. Specifically, the Council devoted a lot of attention to educational initiatives.

The Council was happy to learn about the plans for a project of modernization of education content and methods for vocational training. One of the ideas is to create a training program for teachers pertaining to standardization – "Standardization in Vocational Training". There is a growing conviction about the need for educating – through standardization training – the generation of consumers who are aware of the existence of standardization and its impact on our lives.

The Council has supported and positively assessed the idea to establish the qualification of a standardizer in the Integrated Qualifications System. The qualification will be available to the persons who have tertiary-level education, and the process will be confirmed with a relevant certificate.
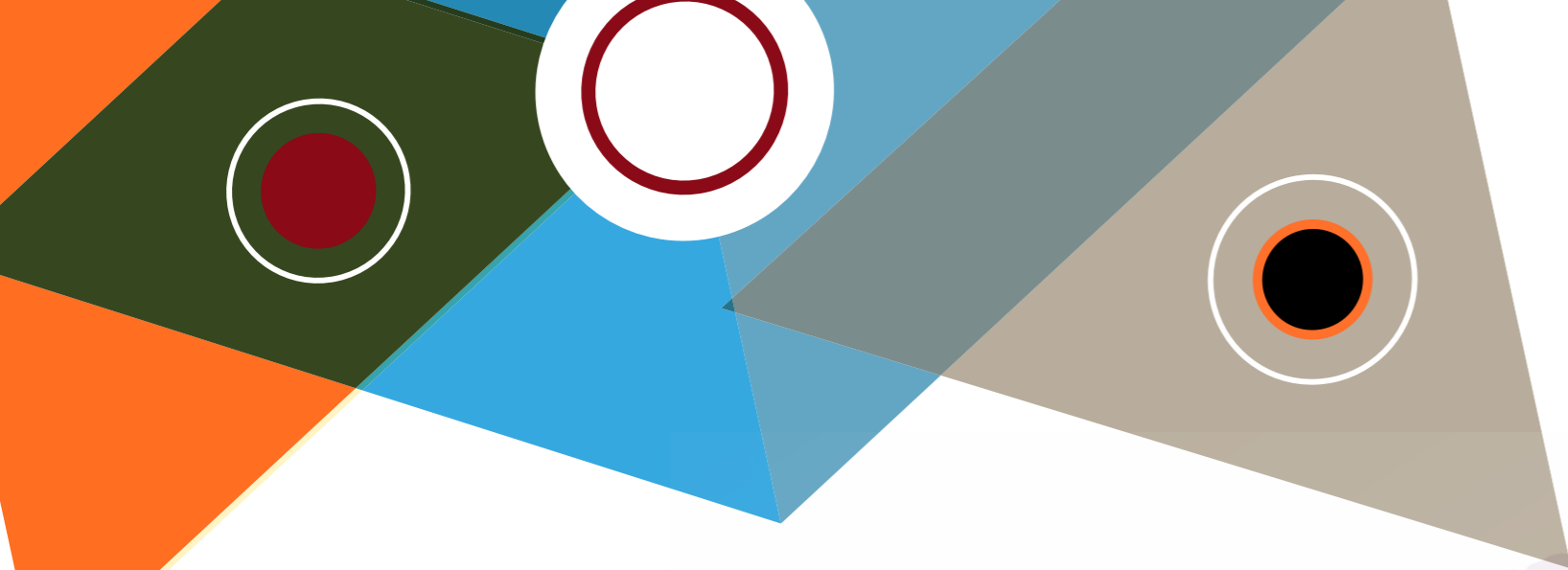
At the end of the year, the Standardization Council of the 3rd term of office finished its four-year activity. I am very much convinced that the Council's activity has greatly contributed to the many successes achieved by PKN. On 27 November, the Election Committee adopted Resolution No. 2 whereby the Standardization Council of the 4th term of office was appointed. I very glad that the experience of the re-elected Council members will be confronted with the fresh views of its new members and the existing standardization issues will be addressed by means of new methods.

I would like to wish the new Council members a lot of enthusiasm, strength and perseverance in their work for the benefit of Polish standardization.

And I would like to thank the Management and Employees of PKN and my Colleagues from the previous Council for their efforts and engagement and for their four years of successful cooperation. I do hope that the forthcoming years will be equally fruitful!

Professor Stanisław Tkaczyk, PhD Eng

President of the PKN Standardization Council

Warsaw 2016

In 2015, PKN continued execution of its *Strategy for 2014-2020*.

Purpose

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

Vision

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

Mission

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

PKN Activities

SECTOR COUNCILS ...... PKN ... PKN STANDARDIZATION COUNCIL

TECHNICAL COMMITTEES

TASK COMMITTEES

TECHNICAL SUBCOMMITTEES

PKN Activities

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

PKN has been continuously insisting that the transformation process of the standardization system in Poland be completed by means of a revision of the Standardization Act and transformation of PKN into an association. Once again, PKN has been unsuccessful in this regard. This adversely affects mainly the communities interested in participating in standardization, as the awareness of the role of standardization bodies remains unchanged. As a consequence, this has an adverse effect on the course of standardization work and its financing.

Moreover, PKN consistently adheres to the principle of social justice. The costs of standardization cannot be charged to all taxpayers as only some of them benefit from its application. In the areas where standardization applies to broadly understood public security, it is reasonable that work should be initiated and costs should be incurred by appropriate ministries.

In 2015, PKN was assessed for compliance with the conditions for membership in CEN-CENELEC. The assessment was based on option A (Self-Assessment). The purpose of the assessment is to ensure that the national standardization bodies (NSB) adhere to the fundamental values of European standardization, i.e. transparency, openness and consensus as necessary features to support continuation of the common market. Another important objective is to increase the quality and ensure effective operation of the European standardization system, in particular through identification of good practices employed in NSBs and their further dissemination as well as identification of non-conformity with established criteria and implementation of corrective measures as and when applicable.

As a result of the assessment, PKN was granted a very good score: 5/7 – which means compatibility with all the requirements, sufficient attention to defined subjects and certain room for improvement.

PKN consistently carries on actions aimed at increasing public awareness of standardization. A strong emphasis has been placed on operating the educational policy – disseminating the knowledge of standardization at colleges and universities, secondary schools and vocational schools. This is supposed to educate the future, aware generation of engineers, manufacturers and consumers.

Since 2015, the persons engaged in the standardization education may receive the honourable title of "Promoter of Standardization Education". PKN awards this title to the individuals and institutions that support standardization education, contribute to dissemination of standardization knowledge and actively participate in practical implementation of standardization education in the process of learning and education. The first persons awarded with this title are Janusz Moos and Roman Budzyński.

Last year, PKN for the first time conferred the award called KOMPAS NORMALIZACJI (STANDARDIZATION COMPASS). The new award is a special recognition given to natural and legal persons and organizational units from Poland and abroad who have no legal personality. The award is a token of appreciation for the achievements in the area of supporting standardization, including engagement through promotion of standardization or a special contribution to promoting the system of voluntary standardization. The first persons to be awarded with STANDARDIZATION COMPASS were Stanisław Tkaczyk and Bogdan Tatarowski. The award ceremony was held on 20 May at the conference to celebrate the Polish Standardization Day.

Integrated Management Systen

On 28-30 September 2015, the Polish Committee for Standardization (alongside its offices in Łódź and Katowice) was subjected to an independent assessment by the auditors from the Polish Research and Certification Centre. The auditors assessed the PKN Integrated Management System compatible with PN-EN ISO 9001:2009 and PN-ISO/IEC 27001:2014-12.

On 20 October 2015, the Technical Committee for Certification of Management Systems PCBC SA issued a positive opinion on the audit results. On that basis, the Management Board of PCBC SA took a decision on maintaining validity of the Integrated Management System certificate for PKN.

The auditors particularly noted the following features:

awareness, development of skills, responsibility and engagement of the management and employees of PKN in maintenance and improvement of ZSZ

openness to changes in terms of adapting ZSZ to the requirements of the amended PN-ISO/IEC 27001:2014-12 standard and the high level of preparedness for implementation of the updated ISO 9001:2015 standard
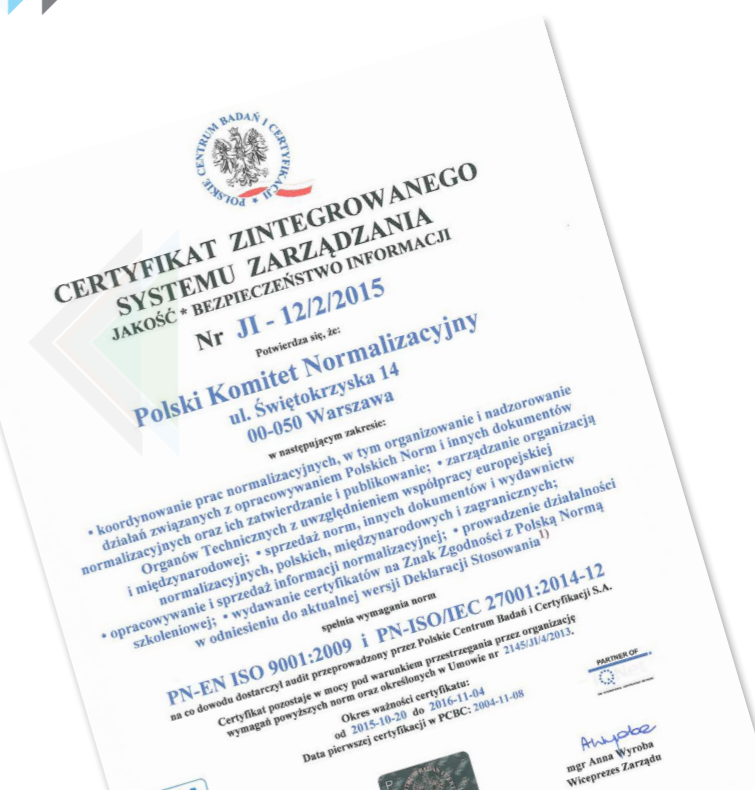
development of IT infrastructure (hardware replacement)

development of educational activity relating to standardization

transparent circulation of documents

Standardization by Sectors

Introduction

In 2015, standardization activity was conducted through the Technical Bodies (OTs) established within 17 Sectors. The division into Sectors is based on the overall working division used by the European standardization organizations.

The key developments in the activity of PKN in 2015 include adaptation of the standardization work to the new procedure for development of European Standards (EN), providing for an increased involvement of OTs at an early stage of work on EN project, rather than, as previously, at the stage of Public Enquiry and review of working documents developed by technical committees of the European standardization organizations (CEN and CENELEC).

Sectors

SBD
Construction and Building Structures Sector

SNI
Nanotechnology and Innovation Sector

SCH
Chemistry Sector

SOB
Defence and Public Security Sector

SEK
Electronics Sector

SPU
Consumer Products Sector

SEL
Electrics Sector

SRZ
Food, Agriculture and Forestry Sector

SET
Electrotechnical Sector

STI
Information Technology and Communications Sector

SGR
Mining Sector
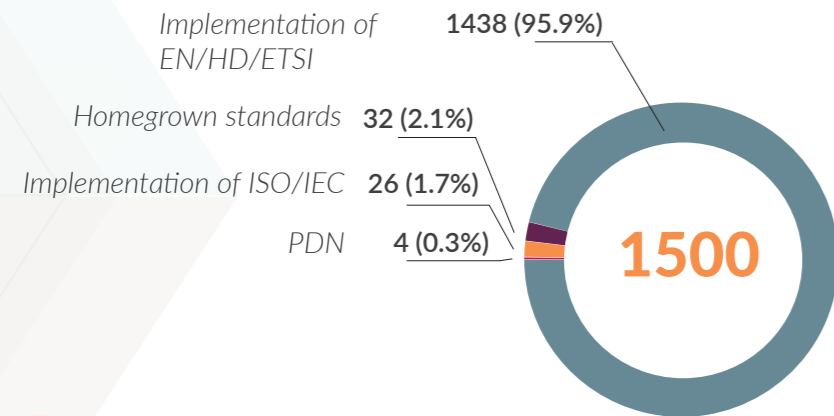
SUS
Services Sector

SHT
Metallurgy Sector

SZP
Basic Problems and Management Systems Sector

SLT
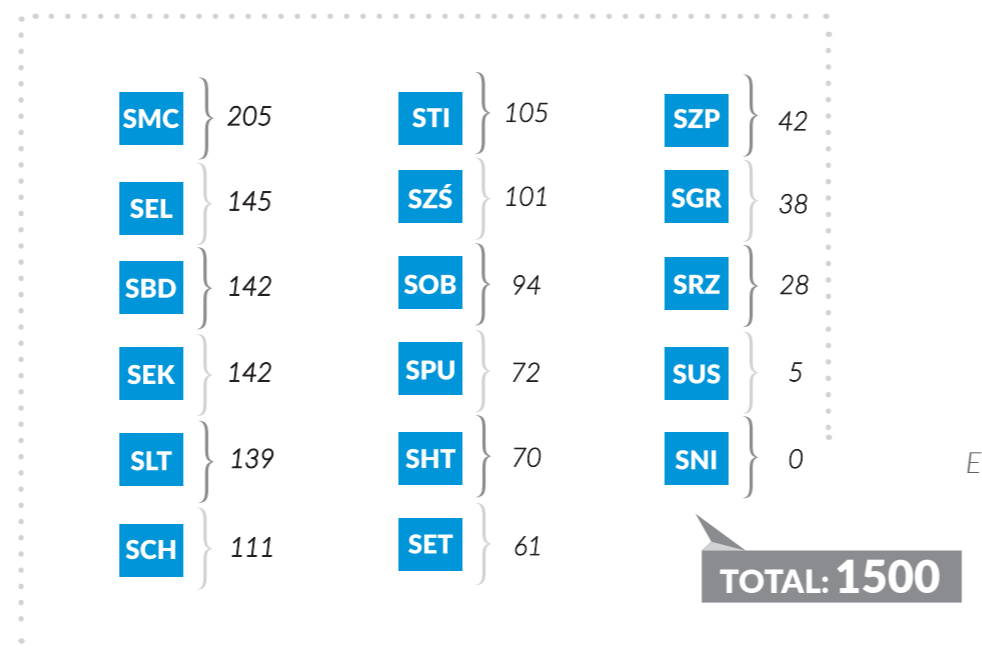Logistics, Transport and Packaging Sector

SZŚ
Health, Environment and Medicine Sector

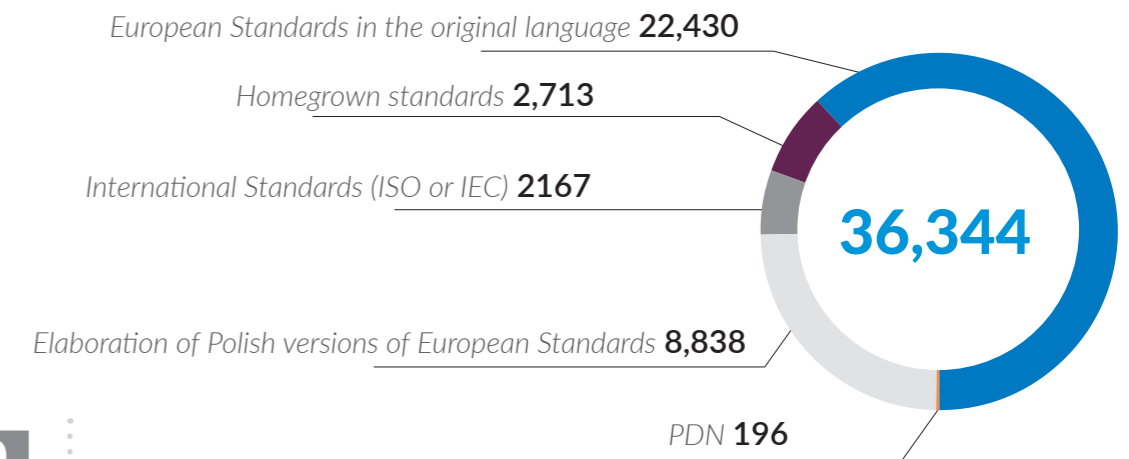**SMC**
Machinery and Engineering Sector

In 2015, there were
1500 standardization documents published

Implementation of EN/HD/ETSI **1438 (95.9%)**
Homegrown standards **32 (2.1%)**
Implementation of ISO/IEC **26 (1.7%)**
PDN **4 (0.3%)**

1500

Number PNs and PDNs published in 2015 by WPN Sectors

SMC	205		STI	105		SZP	42
SEL	145		SZŚ	101		SGR	38
SBD	142		SOB	94		SRZ	28
SEK	142		SPU	72		SUS	5
SLT	139		SHT	70		SNI	0
SCH	111		SET	61			

TOTAL: 1500

Altogether, the PN and PDN collection contains **36,344** documents.

European Standards in the original language **22,430**
Homegrown standards **2,713**
International Standards (ISO or IEC) **2167**
Elaboration of Polish versions of European Standards **8,838**
PDN **196**

36,344

PKN *in numbers*

In **KT**, there were **3032** persons involved, representing **1122** entities participating in the standardization.

In 2015, two **KT**s were established in new subject areas:
• KT 319 for Biobase Products
• KT 320 for Stage Technology

In **KZ**, there were **65** persons involved, representing **45** entities.

In 2015, two **KZ**s were established in new subject areas:
• KZ 507 for the Reference Model for Building Core Competencies in Primary Education
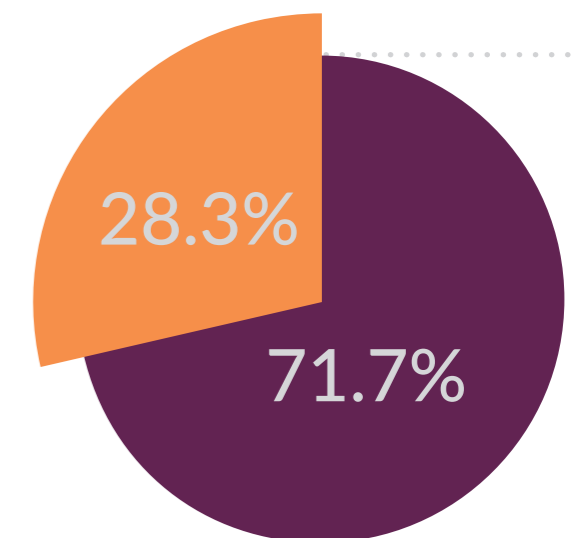• KZ 508 for Tattooing Services

17 PKN SECTORS

COOPERATED WITH **285** OTs

16 RSs **254** KTs **7** PKs **8** KZs

In 2015, there were **254** KT Secretariats in place
182 managed by **PKN**
72 managed by third parties

28.3%
71.7%

Number of entities in KTs by entity type in 2013-2015

No.	Entity type	Number of entities			Number of applications to KT			Number of representatives		
		2013	2014	2015	2013	2014	2015	2013	2014	2015
1	Government administration agencies	56	53	55	191	185	188	215	238	220
2	Organizations, business entities, commercial companies	743	760	790	1218	1266	1330	1266	1308	1370
3	Employer organizations	21	23	23	43	45	48	44	46	46
4	Consumer organizations	3	3	3	32	18	18	10	10	10
5	Professional organizations	30	31	35	41	44	50	49	50	56
6	Technical and research organizations	107	100	102	503	461	461	581	626	518
7	Universities and science	108	108	109	643	675	681	782	817	824
8	Other	4	4	5	4	4	5	6	6	7
Total		1072	1082	1122	2675	2698	2781	2953	3101	3051*

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

Number of entities in KZ by entity type in 2013-2015

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

The existing Technical Committees (KTs) experience the natural process of replacement of its members. The key changes were noted in the areas of construction and building structures, consumer products and basic problems and management systems.

In 2015, 66 new entities came forward to participate in the work of KTs (83 KT applications), which had not participated in the work of KTs as of the end of 2014. The number of applications from new entities has remained flat year-on-year. In 2014, these were 79 entities and in 2013 – 68.

The data for the last five years point to a steady growth in interest in the standardization activity in the organizations, business entities and commercial companies segment. In other segments, the demand is rather stable.

The largest group of KT members are entities from the group of organizations, business entities and commercial companies (70.4% of all members), which accounts for 47.8% of applications to KT. Nearly half of them are small and medium-sized enterprises (SMEs), which are interested in working on one or two KTs (and applied only to one or two KTs).

The largest group of KT members are entities from the segment of organizations, business entities and commercial companies (46.6% of all members). Professional organizations are another major segment with 17.8% of all members. Since 2013, there has been growing interest in the standardization work under KZs.

All the KZ secretariats are managed by PKN.

SMEs

At the end of 2015, the representation of SMEs (entities with maximum 250 employees) was as follows:
- in Technical Committees (KTs) – **48.3%**
- in Task Committees (KZs) – **46.6%**
- in Technical Subcommittees (PTs) – **35.1%**

Overall, the participation of SMEs in KTs/KZs/PKs is as follows:
- microenterprises – **171** entities
- small enterprises – **161** entities
- medium-sized enterprises – **226** entities

In total, in 2015, SMEs were members of **227** OTs, including 213 KTs, 7 KZs and 7 PKs.

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

In order to make SMEs more familiar with standardization, PKN's website includes an "SME Zone" section, which provides information about:
- the benefits of using the standards and participating in standardization;
- places where information on draft standards can be found, including links to the PKN Work Programme, search engines for PN, CEN/CENELEC, ISO and IEC standards, an online shop and places where standards can be viewed

- information about the applications used for managing standards, such as SZN-PKN, E-access to Polish Standards, Lex-norma
- information about opportunities to participate in standardization work
- useful links (e.g. to information on funding opportunities for European SMEs or to CEN-CENELEC websites dedicated to SMEs)
- files for downloading, including the Polish translation of CEN/CENELEC Guide No. 17 "Guidance for writing standards taking into account micro, small and medium-sized enterprises (SMEs) needs" and a report on PKN's SME-oriented activities in 2015.

Work program and development of standards

In 2015, an IT tool was develop whereby the work program of PKN can be published on PKN website in real time. The tool was developed on the basis of the OT work programmes in PKN, in accordance with the priorities set by the Standardization Council. The work is financed from the budget and the pool of funds for contracted services. The PKN work schedule includes 3289 items that include implementation of the following standards and documents to the collection of Polish Standards:
- European Standards (EN)
- International Standards (ISO, IEC)
- European and international standardization deliverables
- Homegrown Standards
- Polish Standardization Documents (PDN).

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

The standards developed by the ISO and IEC international organizations are added to the catalogue of Polish Standards as and when needed by the stakeholders.
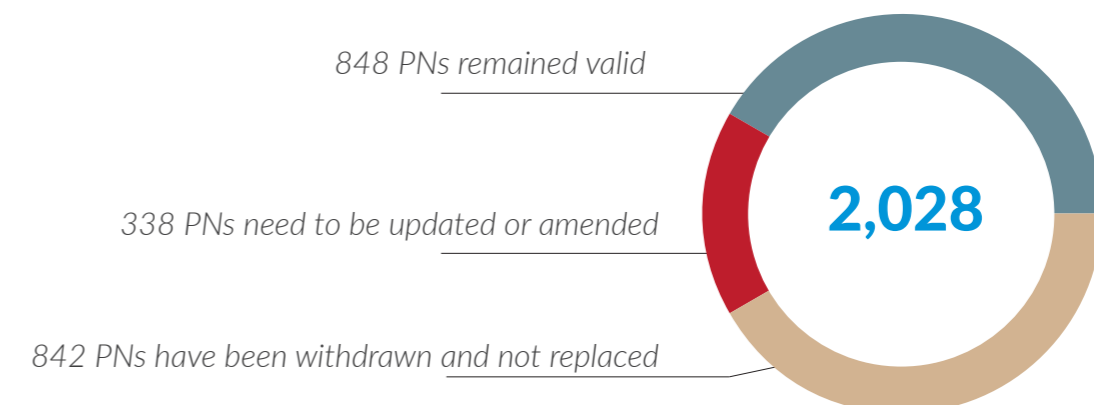
PKN is required to participate in the notification process conducted by the European standardization organizations: CEN, CENELEC and ETSI. The notification takes place on three levels:
- notification of proposed Polish homegrown standards (at the stage of notifying a standardization subject and its introduction to the PKN work programme); in 2015 – 22 items;
- notification of PN-EN standards adopted by endorsement (in the original language); in 2015 – 1507 items;
- notification of the Polish language versions of PN-EN standards; in 2015 – 262 items.

In 2015, a total of 1791 items were notified: 1131 to CEN, 578 to CENELEC and 60 to ETSI.

Review of PNs and withdrawals of standards

In 2015, a period review of PNs took place, covering 2028 standardization items. Since 2014, the PN review has been conducted using the PZN (Polish Standardization Resource) tool.

848 PNs remained valid

2,028

338 PNs need to be updated or amended

842 PNs have been withdrawn and not replaced

Overall, as a result of the 2015 review and completion of the post-review actions agreed in 2014, 1025 PNs were withdrawn from the collection of Polish Standards and replaced with new ones, and 1346 outdated PNs were withdrawn without replacement, and amendment process commenced on 356 PNs.

Cooperation with European and international standardization organizations

In 2015, PKN continued its work connected with its membership in international (ISO and IEC) and European (CEN and CENELEC) organizations and its status as an ETSI national standardization organization.

The data for the past years point to a steady increase in the number of Polish experts cooperating with the working groups of the international and European standardization organizations.

In 2015, 138 Polish delegates participated in 117 meetings of working bodies of the standardization organizations held abroad. As part of European organizations, 78 delegates participated in 63 visits, and as part of international organizations, 54 visits took place with 60 participants.

ISO

IEC

PKN

CEN

CENELEC

ETSI

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

IN THE WORK OF 108 WORKING GROUPS THERE WERE 71 EXPERTS FROM POLAND INVOLVED

Membership in IEC in 2015

Membership	Committees (TCs)	Subcommittees (SC)	Total (TCs and SCs)
Participant ("P")	32	18	50
Observer ("O")	67	57	124

In 2015, PKN issued opinions on a total of 1096 IEC working documents, including 568 relating to TC/SC, of which PKN is a "P" member. PKN issued opinions on 662 draft standards at the FDIS and CDV stage, with comments submitted to 26 of them.

ISO
PKN COOPERATES WITH 663 TECHNICAL COMMITTEES (TC) AND SUBCOMMITTEES (SC)

IN THE WORK OF 126 WORKING GROUPS THERE WERE 99 EXPERTS FROM POLAND INVOLVED

Membership in ISO in 2015

Membership	Committees (TCs)	Subcommittees (SC)	Total (TCs and SCs)
Participant ("P")	57	149	206
Observer ("O")	147	310	457

In 2015, PKN issued opinions on a total of 2,881 ISO working documents, including 2,319 relating to TC/SC, of which PKN is a "P" member. In 2015, a total of 909 opinions 909 positions for voting on draft standards at the DIS, FDIS, DAM, or FDAM stage were submitted to ISO. Comments were submitted with respect to 125 documents.

CEN
IN THE WORK OF 293 WORKING GROUPS THERE WERE 255 EXPERTS FROM POLAND INVOLVED

Opinions were issued on a total of 2,639 CEN working documents, including 1,661 draft European Standards – at the prEN and FprEN stage. Content-related or editorial remarks were submitted with respect to 221 documents, including 151 drafts at the pr and Fpr stage.

CENELEC
IN THE WORK OF 25 WORKING GROUPS THERE WERE 27 EXPERTS FROM POLAND INVOLVED

Opinions were issued on a total of 803 CENLEC working documents, including 792 draft European Standards – at the prEN and FprEN stage. Content-related or editorial remarks were submitted with respect to 39 drafts, including 35 drafts at the pr and Fpr stage.

ETSI
PKN SUBMITTED ITS POSITIONS ON 104 DRAFT ETSI (prETSI EN) STANDARDS

Education

about Standardization

PKN has been delivering the Strategy for Education about Standardization. The objective of activities in this regard is to promote standardization and standards and help introduce standardization-related issues into syllabuses, especially in secondary and university education.

In 2015, in the area of education, including university education, the Strategy for Education about Standardization was delivered through different initiatives.

Conferences

- 4th Polish "Standardization at School" Conference, with its main theme of "Equality of opportunity through standards" (March, Łódź). The event was organized in cooperation with the Centre for Teacher Training and Practical Education (ŁCDNiKP) and was addressed to principals, teachers and representatives of education boards and managing bodies (more than 120 participants). At the Conference, awards were handed over to the winners of the 3rd competition titled "Standardization and Me". For the first time, two persons received the honorary title of the "Promoter of Standardization Education".

- 2nd edition of the 1st "Information Security in School" Specialist Conference that promotes PN-ISO/IEC 2700 series standards (September, Radom). The event was organized in cooperation with the Centre for IT Education and Computer Applications (OEIiZK) at the request of the deputy mayor of Radom and was intended for education personnel from the Radom region. It attracted more than 110 participants.

- 2nd "Information Security in School" National Conference organized in cooperation with the Centre for IT Education and Computer Applications (October, Warsaw). The event attracted more than 100 participants.

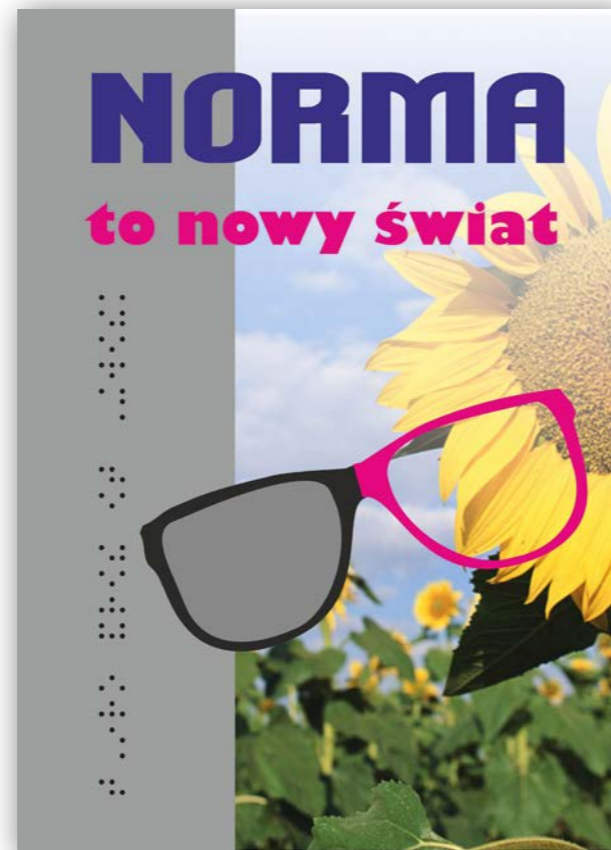**"Promoter of Standardization Education" – award ceremony From the left: Janusz Moos, Tomasz Schweitzer**

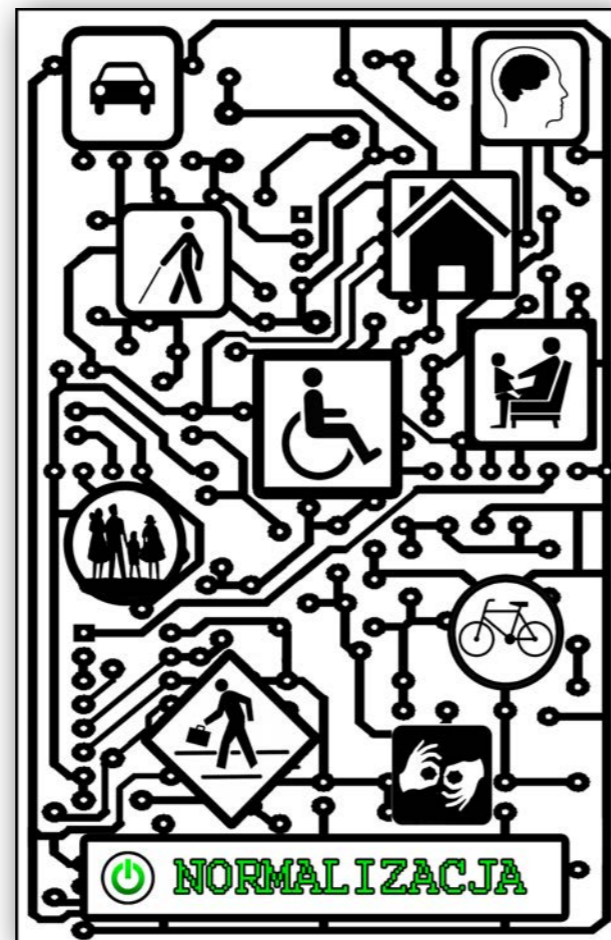**Roman Budzyński receives the award of "Promoter of Standardization Education"**

Winners of the "Standardization and Me" competition

The 3rd "Standardization and Me" National Competition

The 3rd "Standardization and Me" National Competition addressed to students and teachers from high schools (February). The main theme was: "Accessibility for all – or a world without barriers. Caring about the disabled means caring about all of us! How can standards help?" Like in previous years, students could try their hands at the "Essay" and "Graphic Art" categories and teachers were again asked to create a lesson plan. Participants of the competition represented all provinces, with most participants from the Małopolskie and Podlaskie provinces.

NORMA to nowy świat

1st place – Anna Zakrzewska

2nd place – Katarzyna Kościelniak

NORMALIZACJA

3rd place – Eryk Bańkowski

WORKS AWARDED IN THE
"STANDARDIZATION AND ME" COMPETITION

Initiatives

- Provincial Competition Knowledge on Standardization organized by the School Complex in Sokołów Małopolski for secondary schools (Podkarpackie province)
- Provincial Competition Knowledge on Standardization and Inter-School Graphic Art Competition "Standardization is for us and around us" for middle schools, organized by School Complex No. 1 in Lublin. It should be noted that in this way the idea of standardization started to be promoted at the middle education level.
- The 2nd Provincial Competition "Leader of Implementation of Education about Standardization at Secondary Schools", organized by the Centre for Teacher Training and Practical Education (ŁCDNiKP). ŁCDNiKP also maintains a website on Education about Standardization and organizes methodical meetings for teachers in relation to Education about Standardization.
- Regional Competition Knowledge on Standardization, organized by the Practical Education Centre in Siedlce for secondary school students from the Siedlce region.
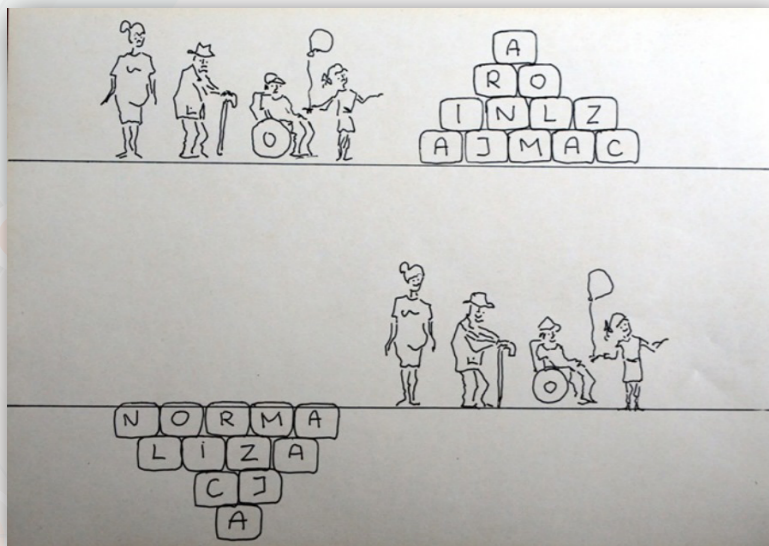
Furthermore, a number of initiatives were delivered – in the form of competitions, conferences, seminars and meetings on education, including four seminars for the academia: at the University of Economics in Poznań, the University of Zielona Góra, the National Defence Academy and the University of Agriculture.

From the left: Tomasz Schweitzer, Janusz Moos

Conference at National Defence Academy

External relations

International relations

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

CENELEC Administrative Board

In June 2014, Ewa Zielińska, Director of the External Relations Department, was appointed to the CENELEC Administrative Board. The key tasks of the Board, which is elected by the General Assembly of CENELEC members (CLC/AG), primarily include ensuring enforcement of the decisions taken by the General Assembly, preparing the draft budget of CENELEC and monitoring and supervising its execution. The CENELEC Administrative Board meets three times a year.

At the meeting of the CENELEC General Assembly that took place on 5 June 2015 in Riga, Ewa Zielińska's term of office as a member of the Administrative Board was extended for years 2016-2017.

Meeting between the management of PKN and the President – elect of CENELEC

In late March and early April 2015, dr Bernhard Thies, Chairman of the Board of Directors of DKE, the German Commission for Electrical, Electronic & Information Technologies of DIN and VDE, German National Committee of IEC and CENELEC and the President-elect of CENELEC visited PKN. At the working meetings with the senior management of PKN discussions were held about the key directions and outlook for cooperation between PKN and CENELEC.

IEC workshops at PKN

In October 2015, IEC workshops were held at PKN, facilitated by IEC Community Manager. The workshops were attended by chairman of technical committees cooperating with IEC, participants of the IEC Young Professionals program and selected PKN employees.

From the left: Ewa Zielińska, Tomasz Schweitzer, Bernhard Thies (CENELEC), Jolanta Kochańska

TAIEX seminar

On 6-7 May 2015, a seminar was held on the rules for European standardization on the example of PKN. The seminar was addressed to representatives of standardization bodies from countries participating in the Eastern Partnership and having the CEN and CENELEC affiliate status. The seminar was attended by representatives of standardization bodies from Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. The seminar was coorganized by TAIEX (Technical Assistance and Information Exchange), which arranges most conferences and meetings with direct involvement of the European Commission.

The Baltic Standards Forum

In August 2015, another Baltic Standards Forum (BSF) took place. As usual, participants included representatives of the management of standardization organizations from Poland, Lithuania, Latvia and Estonia, as well as their employees specialising in particular standardization areas. During the Forum, the traditional plenary session was held, with all the participants present, followed by meetings in working groups devoted to such aspects as management and maintenance of standardization work, IT tools and sales of products and services.

Bilateral cooperation

Cooperation with DKE – a seminar and a study visit

As part of the agreement between PKN and DKE, early in February 2015, the Polish Committee for Standardization was visited by two experts from the German Commission for Electrical, Electronic & Information Technologies of DIN and VDE (DKE). The visitors conducted a two-day seminar for the employees and management of PKN, devoted to the rules of standardization in the electronics area in Germany.

In September 2015, two employees of PKN Sectors did a two-week internship at DKE. They had an opportunity to, e.g. become familiar with the works of the German standardization body and its organizational structure and to exchange information about the current standardization works.

Meeting with DKE representatives

In addition, the following events were held as part of the bilateral contacts:

- **Visit of the Vice-President of PKN in charge of Standardization in Turkey**

As part of cooperation with the Ministry of Foreign Affairs, the Vice-President of PKN in charge of Standardization Jolanta Kochańska took part in an economic mission to Turkey. The mission was held on 24–27 March 2015 and was an economic part of the visit to Turkey by the Minister for Foreign Affairs.

- **Cooperation with the Polish-Belarusian Chamber of Commerce and Industry Participation in the "Domeyko" program**

In 2015, another cycle of seminars was held for entrepreneurs from the Polish community in Belarus and for Poles in Belarus working in business support institutions and active in local authority bodies. The seminars took place under the „Ignacy Domeyko" program for support for Polish Community in Belarus and were conducted at PKN and at other Polish business support institutions in May, June, July, September and October. PKN's involvement in this program was made possible thanks to the cooperation with the Polish-Belarussian Chamber of Commerce and the Industry and the Ministry of Foreign Affairs of the Republic of Poland, which coorganized the visits of the Polish Community members from Belarus to Poland. During the seminars at PKN, the participants became familiar with the Polish and European standardization system and learned about the rules for participation in standardization works, including in relation to development and implementation of European Standards.

- **Memorandum of Cooperation between PKN and GEOSTM**

On 4 June 2015, at the Annual Meeting of CEN – CENELEC in Riga, a Memorandum of Cooperation was signed between the Polish Committee for Standardization (PKN) and the Georgian National Agency for Standardization and Metrology (GEOSTM). The underlying goal of the Memorandum is to tighten cooperation between the two bodies through information-sharing and joint initiatives.

- **Participation of PKN management in 47th EASC Session**

In June 2015, a PKN delegation participated in 47th Annual Session of the Interstate Council for Standardi-

zation, Metrology and Certification (EASC). The two-day event included numerous issue panels and two main plenary sessions. The PKN delegation held a number of discussions with EASC members' representatives. The discussions primarily focused on the future cooperation. A regular participation in EASC meetings causes a steady increase in the quality and number of contacts between PKN and its counterparts in the countries that are EASC members.

- **Agreement between PKN and Belarusian Gosstandart**

On 14 October 2015, in Minsk, PKN signed an agreement with the National Committee for Standardization of the Republic of Belarus (Gosstandart). The agreement creates foundations for strengthening technical and economic cooperation between Poland and Belarus. It is designed to harmonize national standards with a special focus placed on those industry sectors in which both countries share interest.

- **Cooperation with DIN – agreements signed**

On 9 December 2015, in Berlin, PKN signed a Memorandum of Cooperation with the German Institute for Standardization (DIN). The main goal of the 5-year MoC is to ensure exchange of knowledge and experience with regard to all initiatives and areas connected with standardization. The document also provides for sharing best practices, opinions and experiences as well as coordination of standardization efforts to achieve harmonization between the national standards over which both parties share interest.

Also on 9 December 2015, in Berlin, representatives of PKN and DIN signed an agreement to extend the DIN-TERM portal to include the dates and definitions contained in Polish Standards. The online DIN-TERM portal provides access to terminology resources to all those who draft standards, including experts participating in the work of technical committees, persons preparing technical specifications, editors, translators, companies engaged in international activities, engineers, patent attorneys as well as national and international institutions that make technical laws.

- **Cooperation with the Ministry of the Economy in the Standards Committee (Regulation 1025/2012)**

In 2015, a total of three meetings of the European Commission Standards Committee were held. A represen-

tative of PKN attended them as a deputy of the national member, i.e. a representative of the former Ministry of Economy (now Ministry of Development). This form of participation in the meetings of the Committee makes it possible to present the national position, reflecting the needs of national standardization, and to monitor the operation of the EU standardization policy by the European Commission.

Activities in Poland

Promoting the system of voluntary standardization and building a positive image of PKN, includes preparing and coordinating the participation of PKN representatives in conferences, seminars and other events, issuing opinions on requests for PKN patronage, updating the content on the PKN website and publishing the „Wiadomości PKN. Normalizacja" monthly.

Promotion of standards

As part of its image-building activities, PKN became engaged in the campaign promoting the ISO 9001 standard. Two conferences were held (one combined with the celebrations of the Polish Standardization Day and the other connected with publication of the Polish PN-EN ISO 9001 standard); a cycle of articles were published in the „Wiadomości PKN. Normalizacja" monthly; a website section was prepared on revision of the ISO 9001 and 1400 standard; leaflets and banners were created for the website and a themed edition of Wiadomości PKN was released, devoted to management systems.

Conference titled "Quality management and environmental management systems. Revision of ISO 9001 and ISO 14001"

Due to the significant interest in the revision of ISO 9001 and ISO 14001 and implementation of the standard to the catalogue of Polish Standards (PN) as PN-EN ISO 9001, on 28 October, PKN organized another conference on this subject. Speakers outlined the reasons for the revision and the general direction of the changes

in the standard. A more detailed presentation was made on those changes that essentially modify the approach to management systems in companies. In the case of ISO 9001, these are, for example, risk management and organization context, and in the case of ISO 14001 – strategy in environmental management and thinking in the category of lifecycles.

Polish Standardization Day

The 6th Polish Standardization Day was celebrated on 20 May. On this occasion, in the Ministry of Economy in Warsaw, PKN organized a conference titled "Quality Management System. What standardization has to do with it?". The conference focused on revision of ISO 9001 Quality Management Systems – Requirements. The subjects addressed during the conference included the possibilities of participation in standardization works, the reasons why ISO 9001 was revised, the general direction of the changes and the tangible benefits arising from implementation of the QMS.

Conference titled "New standards of hygiene and food safety in the EU"

PKN together with the Polish Pest Control Federation organized a conference titled "New standards of hygiene and food safety in the EU". The conference was addressed to representatives of food and trade sector companies, food control authorities, certification bodies, laboratories and companies offering pest control services. As an essential element of the conference, a presentation was made on the assumptions of the process of voluntary certification for compliance with the PN-EN 16636:2015-03 standard in relation to pest control services.

Organization of a cycle of meetings between President of PKN and representatives of state institutions and private sector companies

The purpose of the meetings was to present the activities of PKN and to disseminate knowledge about standardization in Poland, including the PN Conformity Mark, which is a source of competitive advantage for its holders and gives clients comfort about high quality and safety.

The meetings also focused on cooperation, particularly participation of representatives of institutions in the work of the Technical Committees that develop Polish Standards. This was also an opportunity to listen to the needs of companies, discuss possible improvements and extend the existing cooperation in the area of standardization.

Five such meetings were held last year. Two meetings were organized in state institutions: the General Directorate for State Forests and the General Directorate for Roads and Motorways (July) and in three private companies: Tarczyński SA (June), ASMET Sp. z o.o. (October) and Sokołów SA (December).

Educational game "Everything in Norm"

Another idea to promote standardization was to create a game called "Wszystko w normie" (Everything in Norm). The game is primarily intended for school children, but due to its universal character it may be enjoyed by everyone. Its users train their perceptiveness, memorize symbols appearing on the cards and associate them with specific standards. It is an easy way to learn and memorize graphical symbols that are common in everyday life – e.g. information and safety symbols that appear virtually everywhere: in public places, on product packages, etc. The game creates the awareness that such symbols are described and disseminated through respective standards.

Wiadomości PKN monthly

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

In 2015, in addition to the 12 monthly issues of the magazine, two special themed issues were published, focusing on children safety and management systems.

Children safety is another subject addressed by the special issues published by PKN. The issue contained articles about how to ensure safety for children at home, on playgrounds, during meals and leisure activities. One of the articles summarizes the outcomes of KT 237 on Articles for babies and young children and safety of toys. The publication was prepared for manufacturers, importers and distributors of articles for children.

Another themed issue was devoted to management systems. The most popular system is the quality management system (PN-EN ISO 9001), but over the recent year, other management systems have also become prominent, namely: environmental management (PN-EN ISO 14001), energy efficiency (PN-EN ISO 50001), information security (PN- ISO/IEC 27001) and business continuity. The articles in that issue, which provided a deep insight into the respective standards and standardization documents, were written by experts engaged in the work of technical committees.

Product sales in 2015 (gross values in PLN)

9,555,469	PN, PKN, other publications
715,416	International standards
329,703	E-Access
328,807	Standards on-line
116,520	Lex-norma
64,130	Files for reading
12,797	Results of standardization works + "Wiadomości PKN" themed editions
986	SZN
738	Library

TOTAL: 11,124,566

Service sales in 2015 (gross values in PLN)

Second party audits	**57,081**
Certification for conformity to PN	**36,135**
Traditional training	**15,125**
Specialist information	**14,408**
E-learning courses (first launched on 14 July 2015 and then in November 2015)	**4,736**
Reprints	**4,733**
CS1 certificates	**1,230**

TOTAL: 133,448

Products and Services

Description of products sold, other than standards

Czytelnia (Reading Room)

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

Biblioteka (Library)

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

E-Access

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

Lex-norma

Service whereby on-line access is granted to an up-to-date collection of construction-related legal acts and standards referred to in such acts. The texts of the standards and regulations are also available in a consolidated version. Navigation is facilitated by hyperlinks between regulations and standards. The collection is located on **a PKN server**.

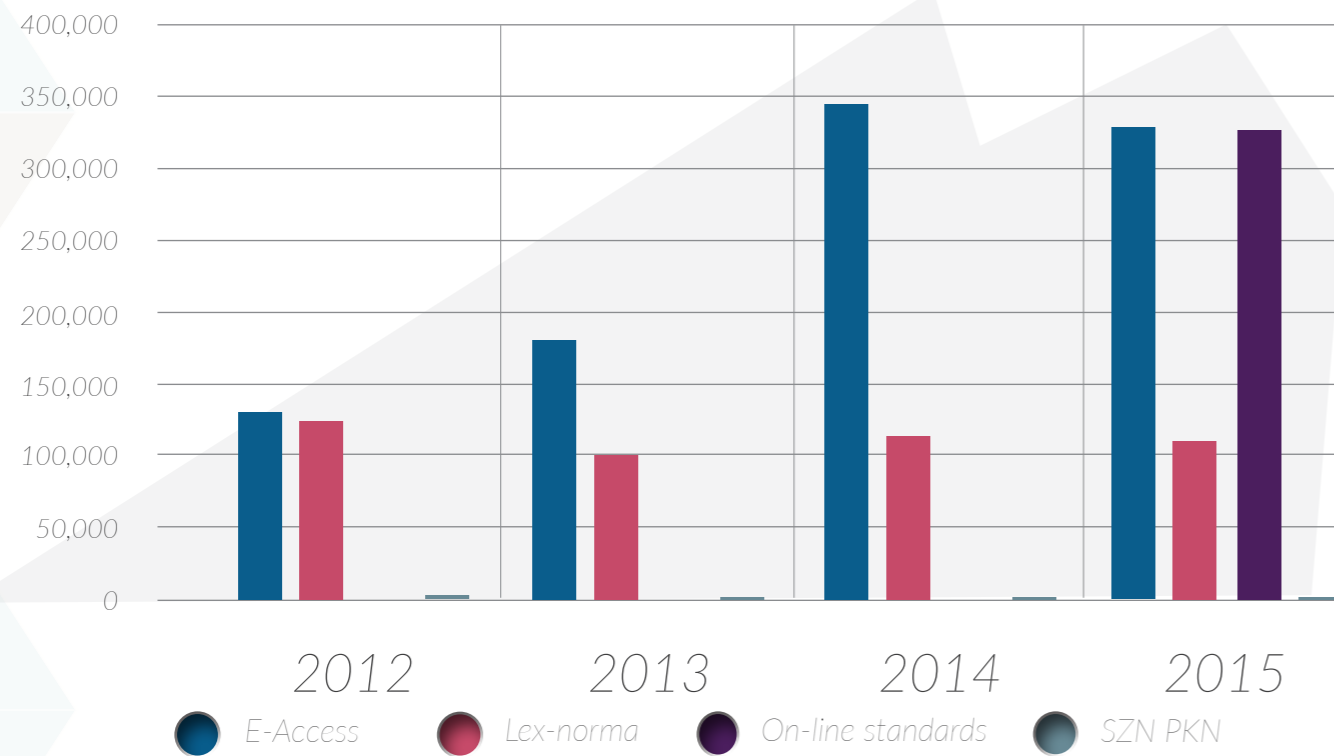## Normy on-line (Standards On-line) (available since November 2014)

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

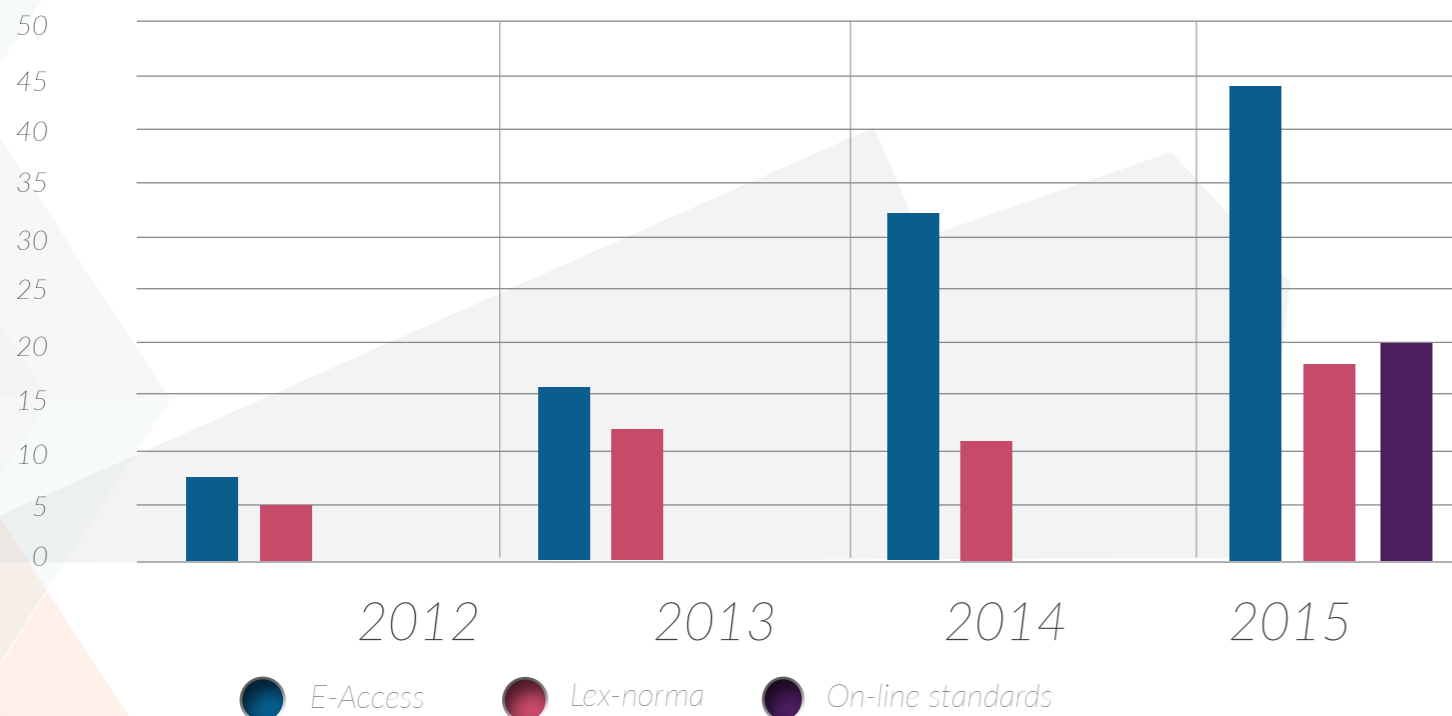## SZN PKN application (STANDARD MANAGEMENT SYSTEM)

The application allows users to organize (search the catalogue of standards by specific criteria), manage (under a license that defines the number of simultaneous users) and update the catalogue of Polish Standards. The application, alongside the catalogue of standards, is placed on the **client's server**.

Details relating to new product sales outside the online store

Sales of access products and SZN PKN by years

400,000
350,000
300,000
250,000
200,000
150,000
100,000
50,000
0

2012   2013   2014   2015

● E-Access   ● Lex-norma   ● On-line standards   ● SZN PKN

Number of access products managed by years

50
45
40
35
30
25
20
15
10
5
0

2012   2013   2014   2015

● E-Access   ● Lex-norma   ● On-line standards

Training

PKN started a cycle of traditional training titled "Internal Auditor of the Information Security Management System".

Sale of a new training type – e-learning – was launched. In July, PKN offered its clients training titled "Marketing of construction products and plant-based production control", and in November the training titled "Conformity assessment and certification".

PN and Keymark Certification

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

The figures as at 31 December 2015 are as follows:
- product certification bodies (JCWs) – bodies authorized by the President of PKN to certify PN conformity and award PN Mark rights: 6 (in 2015, 1 JCW received the authorization);
- valid PN certificates: 8 (including: 2 certificates issued by authorized JCWs, 6 certificates issued by PKN).

In 2015, PKN ceased to provide certification services relating to the European Keymark. This is connected with the changes introduced by the CB CEN that changed the role of national standardization bodies with regard to Keymark certification.

PKN continued its long-term activities commenced in prior years to increase the profile of the PN Mark as a consumer mark.

PKN aims to further enhance the position of the PN Mark and to convince the stakeholders that the PN Mark is of vital importance in the voluntary system of product conformity assessment. This is because the PN Mark affords a greater assurance as to the quality of the product that bears it, indicating that both the product and its manufacturing process are regularly examined and monitored by an independent third party. PKN also plans to continue development of voluntary certification in the services sector.

PKN publishing activity in 2015

Polish Standards and Polish Standardization Deliverables

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

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

- file downloaded directly by the client from the online store; access to the file through the e-norma service or via the Standards Library application;

- file on a CDR – a ready-made set relating to a specific theme or a customer-specified set of standards;
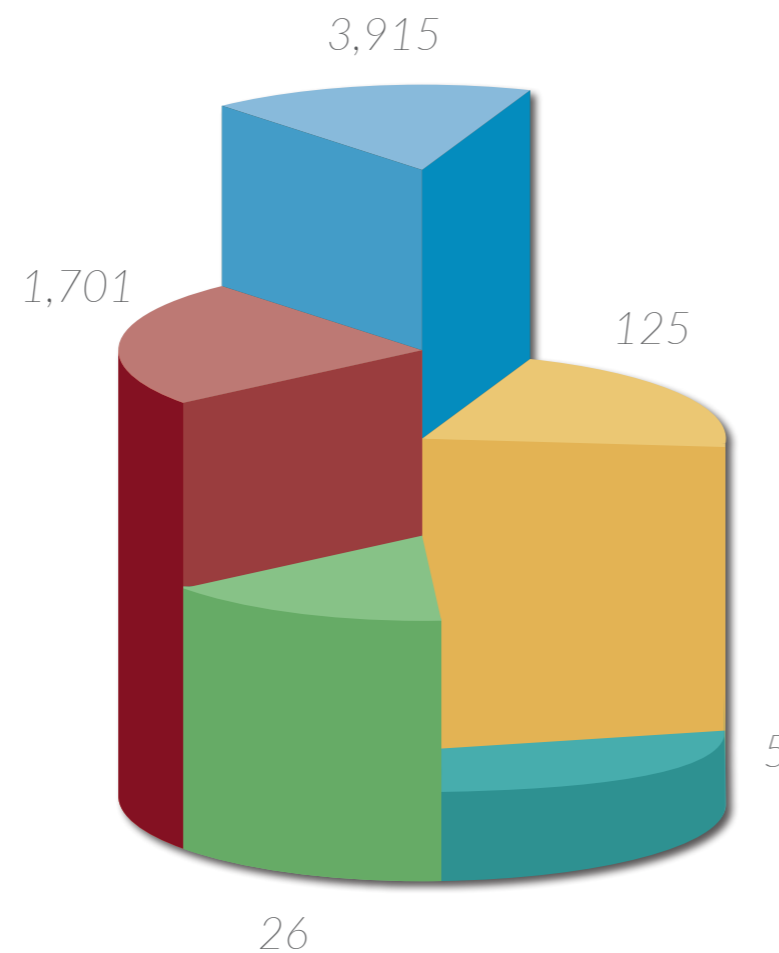- file printing – on request – as per client order.

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

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

In 2015, the electronic catalogue of PNs and PDNs was expanded to include PDF versions of 5,772 PNs/PDNs, including 4,205 in Polish (P), 1,546 in English (E), 19 in German (D) and 2 in French (F).
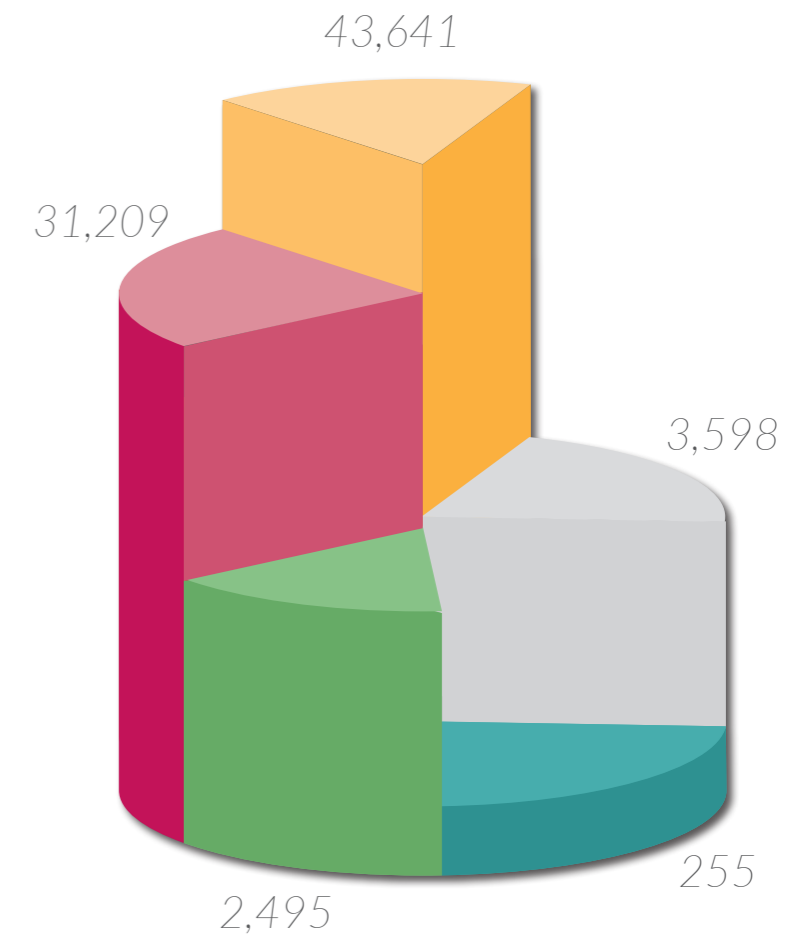
Collection growth in 2015:

Document type	Number of PDF files
Homegrown PNs – version P:	3,915
newly approved PNs	32
archive PNs	3,883
PN-EN/HD/ETSI:	1,701
version E	1,442
version P	239
version D	18
version F	2
PN-ISO/IEC:	26
version E	12
version P	14
PDN:	5
version E	1
version P	3
version D	1
Additional elements *):	125
version P	34
version E	91
Total:	5,772

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

3,915

1,701

125

5

26

Collection status (as at 31.12.2015)

Document type	Number of PDF files
Homegrown PNs	31,209
PN-EN/HD/ETSI:	43,641
version E	25,463
version P	16,518
version D	1,562
version F	98
PN-ISO/IEC:	3,598
version E	14
version P	3,584
PDN:	255
version E	125
version P	129
version D	1
Additional elements:	2,495
NA/IS	89
Ap/AC/ERRATA	2,406
Total:	81,198

All the valid documents (more than 30,000) are included in the collection

43,641

31,209

3,598

2,495

255

Virtualization of the PN/PDN catalogue

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

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

In 2015, 365 newly published PNs/PDNs in the Polish language version were converted to the xml format.

As at 31 December 2015, the catalogue of PNs and PDNs in xml format included 37,600 documents and contained all valid PNs and PDNs in the Polish language version.

The valid documents in English will be virtualized gradually as the relevant tool is put in place.

Execution of the financial plan

The legal basis for the financial management at PKN includes:

1. The Accounting Act of 29 December 1994 (Journal of Laws of 2009, No. 152, item 1223, as amended).

2. The Act on Public Finance of 27 August 2009 (Journal of Laws No. 157, item 1240, as amended) and its secondary legislation.

3. Regulation of the Minister of Finance of 5 July 2010 on special accounting policies and charts of accounts for state budgets, budgets of local governments, state budget-funded entities, self-governmental state budget-funded entities, state special-purpose funds and state budget-funded entities established outside the territory of the Republic of Poland (Journal of Laws No. 128, item 861, as amended).

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

5. Financial instruction at the Polish Committee for Standardization.

6. Accounting policy at the Polish Committee for Standardization.

In 2015, financial management was based on the Annual Plan approved by the President of PKN. This plan includes budget expenses and revenues.

Budget revenues

PKN revenues are non-taxable, and relate to section 75002 – Polish Committee for Standardization.
PKN obtains revenues from the following sources:

Plan and execution of budget revenues

No.	Item	Execution in 2014 (in PLN thousand)	Plan as per the act of 15 January 2015 (in PLN thousand)	Plan as per the act of 16 December 2015 (in PLN thousand)	Execution in 2015 (in PLN thousand)	Execution vs. plan for 2015
1	Proceeds from the sale of Polish Standards, PKN's own publications, information and certification activity	7,981	7,441	7,441	8,523	115%
2	Proceeds from license fees for standardization services	416	417	441	637	144%
3	Proceeds from training	1	25	25	19	76%
4	Sale of assets	13	0	4	5	125%
5	Standards on request	59	60	60	89	148%
6	Proceeds from various sources	544	300	300	283	94%
7	Interest	4	0	0	1	0%
8	Financial penalties	24	0	0	0	-
Total:		**9,042**	**8,243**	**8,271**	**9,557**	**116%**

Finance

In 2015, PKN's revenue amounted to PLN 9,557 thousand, i.e. 116% of the planned revenue.

Revenue was planned and achieved in section 750 – Public administration and in section 75002 PKN.

The top item in the 2015 revenue structure, amounting to PLN 8,523 thousand, was the sale of Polish Standards, own publications and information and certification activities. In this group of revenues, the actual result was 15% higher than the plan. There are no specific reasons that would fully explain the increase in revenue, as the sales of standards are not subject to the classic rules of supply and demand, and are unpredictable in this regard. The only parameter that might have had an influence here is a change in the pricing system for a particular form of the standard (paper, electronic file, electronic file on a CD), using the base price to which discounts are applied: paper 0%, electronic CD file 10%, electronic file 25%. As a result of introduction of the system, the price per standard in the form of an electronic file and an electronic CD file increased by about 4% and 6%, respectively.

The revenues from fees for licences to standardization deliverables amounted to PLN 637 thousand, up 44% on the plan. That included revenues from the sales of licences to the Czytelnia (Reading Room), Biblioteka (Library), services: E-Access, Lex Norma, PKN Standard Management System and the Normy on-line service.

In 2015, revenues from training for external customers was PLN 19,000. In 2015, PKN started a cycle of traditional training titled "Internal Auditor of the Information Security Management System". In addition, pre-sales were started of e-learning courses, a new training method. In July, PKN offered its clients training titled "Marketing of construction products and plant-based production control", and in November the training titled "Conformity assessment and certification".

In 2015, unused computer equipment and furniture were sold for PLN 5,000.

Income from development of standards requested by customers was PLN 89,000, up 48% on the plan. In the present economic environment there is a need for development of homegrown Polish Standards. Such standards may be developed on the condition that their scope does not overlap with European standardization. Each new case (KNT) involving

development of homegrown Polish Standards needs to be notified to the competent European standardization organization. If the European organizations do not express their interest in the particular subject, the standard may be developed. The clients cover the PKN's costs of the notification and standard development process. The costs are split into two categories as the outcome of the notification process may prevent development of the standard. PKN is unable to determine the precise demand of the community in this regard. This situation depends in its entirety on the clients (like in the case of sales of international standards). When planning the related income, it is impossible to predict what and how many standardization initiatives will be in demand.

In 2015, proceeds on account from various sources were PLN 283,000, down 6% on the plan. The above figure included, inter alia, royalties paid by international standardization organizations for the sales of international standards to Polish clients; refund of legal fees and refund of prior years' expenses.

Furthermore, in 2015, PKN received interest of PLN 1,000 on account of late payments.

Budget revenues

PKN's budget expenses are financed from:
- section 750 – Public administration, section 75002 – Polish Committee for Standardization
- section 752 – National defence, section 75212 – Other defence expenses.

The planned budget expenses according to the 2015 Budget Act amounted to PLN 33,953 thousand.

Execution of the expense plan in 2015

Expenses planned	Executed	Non executed
33,953	32,006	1,947
100%	94%	6%

Amounts in PLN thousand

In 2015, the expenses related to benefits for natural persons were PLN 15.6 thousand, i.e. 33% of the amended plan.

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

The gap between the plan and the actual expenses in the category related to benefits for natural persons is due to the difficulties with estimating the expenses associated with compensations paid to PKN employees and posthumous benefits. When planning such expenses, PKN needs to estimate the risk of occurrence of respective events. In 2015, all the due benefits were paid.

In 2015, current expenses were PLN 1,573 thousand below the plan.

The lower-than-planned use of current expenses resulted from continuation of the cost-containment measures adopted by the President of PKN.

Technical Bodies applied for allocation of funds for translation of European Standards to a lower degree than assumed in the plan. In 2015, there were also cases of non-performance or partial performance of contracts at the contractor's fault, which resulted in a lower utilisation of the planned budget.
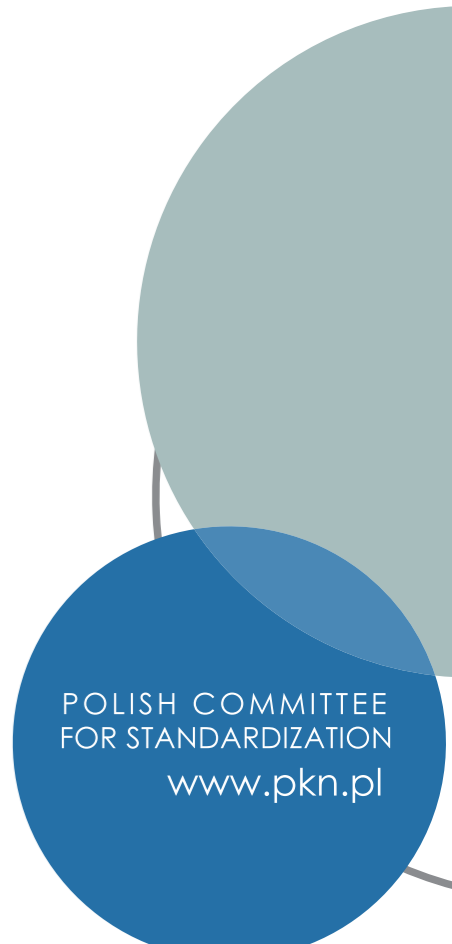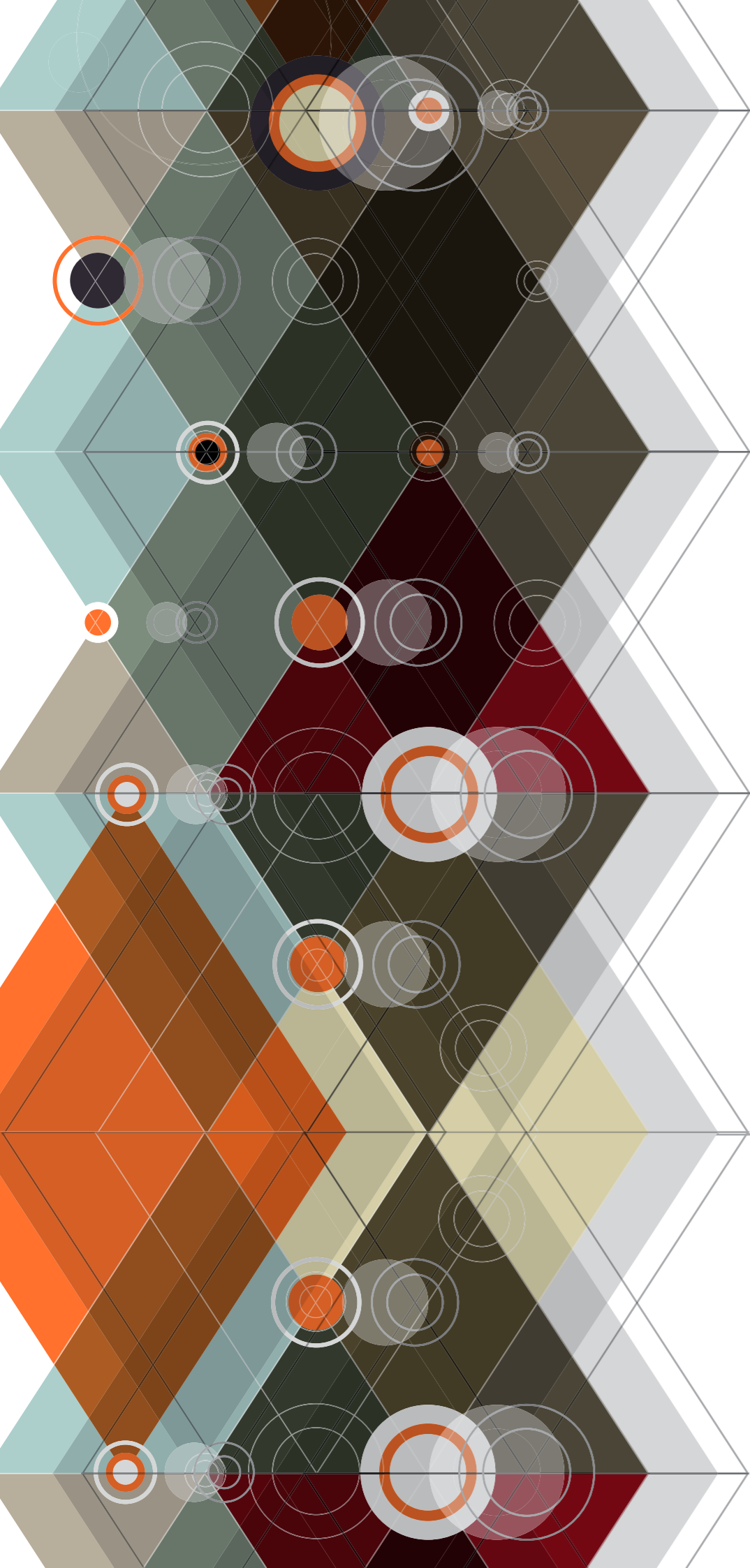
The cost of paper use and maintenance and service of printing machines was reduced. Likewise, electricity consumption was kept low. PKN used a system that registered each printing and copying job. The cost of desktop and mobile phones was tracked on an on-going basis. The volume of subscriptions of professional magazines and literature was gradually reduced.

The number of domestic travel was decreased by using teleconferencing equipment. Furthermore, the number of civil-law contracts and international travels was reduced. In 2015, PKN was exempted from paying Labour Fund contributions for 121 employees. In 2015, no unexpected equipment failures were observed. Furthermore, the expenses on the maintenance of multi--function devices and IT systems were lower.

In 2015, investment expenses were PLN 2,797 thousand, i.e. 89% of the amended plan.

As a result of an unlimited tender for arrangement and adaptation of space for a conference room, the related cost was minimised. Out of the savings amount, PLN 84,870 was applied to the upgrade of emergency evacuation lighting in the PKN building located in Warsaw at ul. Świętokrzyska 14. The lighting system was adapted to the parameters set out in the Regulation of the Minister for Infrastructure on the technical conditions for buildings and their location of 12 April 2002 (Journal of Laws No. 75, item 690, as amended) and in the PN-EN 1838:2013-11 standard. The previously used emergency and evacuation lighting did not meet the above conditions.

In addition, the savings achieved when delivering the tasks planned for 2015 allowed PKN to introduce two new IT-related tasks in the capex plan. Back-up copies software was purchased and the following pieces of hardware: switch, scanner and recorder. These tasks were implemented due to the need to increase security and replace obsolete equipment.