



ANNUAL REPORT 2011



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**OPERATIONAL REPORT
OF THE POLISH COMMITTEE
FOR STANDARDIZATION
FOR THE YEAR 2011**

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Dear Sirs!

In 2011, PKN continued to implement its strategy for the years 2009 to 2013. The year also had some important and noteworthy highlights.

In June, we organized the Annual Meeting of European Standards Organizations CEN and CENELEC in Krakow. The meeting is one of the most important annual events in the European standardization community. It is both an honour and a huge financial and logistic challenge. The fact that the organization of the event was awarded

to PKN – a relatively young member of European Standards Organizations – reflects the stable and strong position enjoyed by our organization in the European standardization system.

In 2011, the term of office of the Standardization Council expired. A vote was held in November to select the members of the PKN Standardization Council for its third term of office. During the start-up session of the Council, held in December, the Executive Committee of the Standardization Council was elected. Professor Stanisław Tkaczyk was re-elected Chairman of the Standardization Council. The fact that Professor was elected for another term of office demonstrates the confidence in his skill and expertise.

The structure of the bodies managing standardization work underwent further significant modifications. New bodies were established: Sector Councils and Project Committees.

Sector Councils are responsible for the technical administration of the work within their respective sectors, technical decision-making and opinion-making. The activities of Sector Councils are not obligatory. Interested parties may use their services to streamline standardization work in their respective areas. The new technical body within PKN can have a strong impact on the development of Polish standardization, in particular in those areas that are currently starting to grow at the global or European level but no initiatives are taken in Poland.

A Project Committee, on the other hand, is established to perform a specific task and may be dissolved upon the completion of that task, or transformed into a Technical Committee (KT), provided that the interested parties demonstrate willingness to continue their work.

The year 2011 is yet another step in the digitalization of PKN's activities. Since September 2011, the WIADOMOŚCI PKN. Normalizacja monthly (PKN News. Standardization) has been published free of charge in an electronic format on the website www.pkn.pl. This way, we are able to reach a wider audience and more potential future standardization participants.

Intensive efforts are under way to implement other tasks under Portal e-Norma Project, Part II. The goal of the project is to create a public electronic platform providing public access to standardization knowledge and information. This way, PKN will obtain advanced tools to carry out its statutory activities and will be more effective in achieving its objectives.

All activities carried out by PKN are aimed at the implementation of the objectives set out in the PKN Strategy 2009-2013, while preparing the ground for the potential change of PKN's status in the future.

Tomasz Schweitzer, Ph.D Eng
President of the Polish Committee for Standardization

Warsaw, 2012 r.



Dear Sirs!

For the Standardization Council (SC), the year 2011 was marked by intensive efforts aiming to promote standardization activities and to raise public awareness of their importance. Furthermore, last year brought changes to the organization. The second four-year term of office of PKN Standardization Council expired. Over these years, we had achieved a lot together. I am convinced that SC activities largely contributed to many successes of PKN.

On 2 November 2011, by Resolution No 4 of the Election Committee determining the result of the election to the Standardization Council of the Polish Committee for Standardization, members of the Standardization Council were elected for the third term of office. I was very pleased to note that most of the members in the third term of office had already sat on the Council during its previous terms. Both those members who are experienced in the activities of the Council and have an understanding of standardization challenges in Poland, and those first-time elected, with a fresh perspective on standardization and PKN's tasks, guarantee that SC will meet its responsibilities to the benefit of the Polish economy. Activities within the Council are community work; therefore, the participation in the Council is regarded as work to the public benefit.

During the first meeting of SC in its third term of office (21 December 2011), the Executive Committee was appointed. I myself had the honour to be again nominated as SC Chairman. It is a sign of trust and I will do my best not to betray it.

I regret to say that in spite of efforts made by the Council and PKN management, in 2011 we still failed to solve the issue of changing the PKN status, and thus of the organization of standardization work, and, what is extremely important, of the financing of the participation in standardization work in the areas of interest of governmental administration.

The highlights of the Council's activity in 2011 include the measures taken to save the Technical Committees that were in danger of suspending their operations, opinions given by the Council with respect to draft standardization work organization and execution procedures, as well as opinions on the appointment of new Technical Committees. An interesting initiative of PKN management that we have only just started to discuss is the proposal to introduce an appeal procedure against decisions made by technical bodies. The participation of the Standardization Council in the appeal procedure is necessary, for the sake of objective, independent and collective assessment. At its meeting in June, the Council adopted a resolution which approved the Report from the President of PKN for the previous year.

I would like to take this opportunity to thank all my Colleagues for their efforts and commitment that they have put in the work of the Standardization Council for the last four years, so important to the development of the Polish standardization system. I wish the new members of the Council to be strong and to persevere in their work towards standardization. I would like to again say thank you for the trust that you have in me.

I also owe gratitude to the PKN management for the years of cooperation, where we feel acknowledged as a partner and, at the same time, we are convinced that our opinion is taken into consideration in PKN's policy-making activities.

Stanisław Tkaczyk, Professor, Ph.D Eng
Chairman of the PKN Standardization Council

Warsaw, 2012 r.



**OBJECTIVES, VISION, MISSION
AND ACTIVITIES OF PKN**



OBJECTIVES, VISION, MISSION AND ACTIVITIES OF PKN

Activities of PKN between 2009 and 2013 are focused on the achievement of domestic and international renown of:

- a reputable and appreciated organization, both in Poland and internationally, free of external influence, autonomous and objective;
- an efficient coordinator of standardization work, which actively participates in the activity of international and European standards organizations;
- a provider of high quality services and products to the Polish economy, society and its public administration.

This aim will be achieved on three levels: social, corporate and technical.

Social level - widely defined as a society (including consumers) and governmental administration bodies.

Corporate level - both internal organization of PKN system, as well as participation of PKN in corporate activities of international and European standards organizations.

Technical level - activity of experts in the fields of domestic, European and international standardization.

OUR VISION:

PKN aims to be a modern, incorporated organizational unit, which is publicly recognized and valued both in Poland and around the world, independent and open to the needs of the market and public administration, and one which fulfills the needs of its users and provides timely, high quality service.

OUR MISSION:

To efficiently organize standardization activities in accordance with European and international solutions, developed with the active cooperation of domestic experts, in support of the domestic technical policy, in order to facilitate trade, provide Polish manufacturers with the ability to compete, and to provide interested parties with high quality standardization products, which conform to the requirements of the market, doing so within agreed deadlines.

Above all, the actions of PKN management are aimed to create conditions for free and effective operation of Technical Committees, which should enjoy broad autonomy. This aim was supported by activities at various levels. First of all, we have lobbied for the finalization of the transformation process of the Polish standardization system, namely the amendment of the Standardization Act by the Polish legislative organs. However, our formal and informal activities had, as of yet, not resulted in the desired outcome. The effects of these negligence will negatively impact the parties interested in participating in the standardization work, as there is no shift in awareness of the role of a standardization body, which in turn has a negative influence on the progress and financing of standardization work. In this situation, we have decided not wait for a formal solution to this problem, opting instead to create conditions, which are as close as possible to those, which will occur when the PKN will change its status to



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an association, while acting within the scope of the current legal regulations.

The changes in the structure of the standardization part of PKN were performed to further these goals. To this end, we are currently preparing our structure to enable quick reactions to the needs of interested parties.

Not many may have realized that under the previous organizational scheme - the creation of a new structure for the management of standardization work (a new Divisions) required an approval of the Chairman of the Council of Ministers. The changes in the rules for Technical Committee membership, approval of KT members and other similar actions, are implemented for the sake of KTs. We understand that current changes are being perceived in a negative light, mainly because PKN is becoming less involved in direct steering the work of Technical Committees, and the financing of standardization. We are consequently following the rules of social justice, which state that the costs of standardization cannot be borne by all taxpayers, as only some of them benefit from its use. In areas where standardization concerns a widely defined security of citizens, appropriate departments should commence work to this end and carry their costs. We are constantly informing interested ministers of the fact that such work should be financed from their funds, as the voluntary standardization system is characterized by a decentralized standardization financing system.

These organizational changes are accompanied by computerization. In the near future, we will provide Technical Committees with tools enabling work with the use of cutting edge techniques, and providing convenient access to PN standards to a wide group of our users. This work is costly and time consuming. As we do not have a lot of funds and are limited by the regulations of the law, we are not always able to create tools of expected quality. We do not dismiss comments submitted by the Technical Committee regarding the quality of IT tools, but we cannot always react to these comments instantly, either due to the lack of funds or legal regulations.

Some comments are unsubstantiated or are a result of improper organization of work in the past. This is a common occurrence – introduction of computerization reveals faults in the work organization structure. One of the faults revealed by the IT system was the problem with the electronic voting system, which has met with sharp criticism of the Technical Committees.

Work on this system is currently underway, but the system had shown that the scopes of our Technical Committees (KTs) are too broad, and often encompass scopes that are usually handled by multiple international Technical Committees (KTs). As a result, experts do not wish to express their opinions in all matters pertaining to all draft standards. Therefore, in the near future we will need to reorganize these technical scopes, but the initiative of the community will be required. We also ask the KTs to understand PKN in terms of having to reach a consensus – we must follow certain rules. We are also implementing the provisions of the approved educational policy, thanks to which the teachers and university students will have easier access to standards, and the university graduates will have received knowledge of the rules of standardization and its benefits.



MANAGEMENT CONTROL

In 2011, it was confirmed for the second time that the Polish Committee for Standardization has sufficient, adequate, efficient and effective management control in place. Management control was considered to be in line with the law (it meets all standards specified by the Minister of Finance for the public finance sector) and with the internal policies in force at PKN. Management control at PKN is subject to continuous improvement. In 2011, inter alia, the principles of management control were set out, an Information Security Management System (ISMS) was implemented and certified, the Quality Management System (QMS) documentation and the Financial Policy were updated, a management control monitoring and review team was established at PKN, and management control self-assessment cards were introduced to give the employees the opportunity to express their views on the efficiency of the management controls in place and the effectiveness of the activities taken in that area.

PN-EN ISO 9001

Since 2004, the Polish Committee for Standardization has been applying the principles of the Quality Management System (QMS) conforming to PN-EN ISO 9001:2009. The key to an adequate and effective system is continuous improvement.

In order to ensure alignment between the system and the purpose of PKN and the nature of its activity, a new approach to defining quality objectives was developed. In 2011, the development of *Activity Plans* was introduced. The plans cover:

- objectives relating to the quality of PKN and its organizational units;
- objectives of the activity-based budget;
- elements of risk analysis;
- elements of project management (for objectives which involve an innovative project, the development of new products/services for PKN or imparting new characteristics and properties to existing products/services).

Activities carried out within the implemented system are confirmed by records and documents authenticated with the use of digital signatures. Internal communications with PKN management and employees concerning system modifications use an electronic workflow and a QMS intranet subpage administered by the President's Plenipotentiary for Quality Management System. This ensures that the principle of transparency of the activities of particular organizational units is respected.

In 2011, the content of the Quality Manual was modified twice. The Quality Manual was aligned with the requirements of ISO 9001:2009, and its content was reviewed with respect to changes in the area of organizational management of Technical Bodies.

The system implemented at PKN is subject to internal audits and annual assessment by the PKN Management. In 2011, thirteen audits were planned and carried out. Furthermore, the year 2011 confirmed the awareness of the need for corrective and preventive measures to be taken by organizational units before this need is identified in an audit. The year 2011 was the first year when the number of corrective measures was lower than the number of preventive measures.

In March 2012, the management reviewed the QMS. In a two-day meeting, the performance of particular PKN organizational units in 2011 was presented and discussed, and system improvement measures were identified.

Key themes involved the analysis of data and trends in relation to process effectiveness, implemented corrective and preventive measures, complaints concerning sold products, information acquired from customer perception monitoring etc.

PN-ISO/IEC 27001

The implementation of the PKN educational policy and the introduction of new IT solutions entailed the need to implement necessary security mechanisms. In 2011, the implementation of the Information Security Management System was completed.

The Information Security Policy was developed, personal, physical and IT security areas were identified, security measures were specified in the Statement of Applicability, a risk analysis was carried out in accordance with the PKN risk estimation approach, all PKN information and assets were classified, and business continuity plans were drafted for PKN.

The internal audits of ISMS and a review of ISMS carried out by PKN management identified areas for the improvement of ISMS prior to the initiation of the certification process.

COMBINED AUDIT OF QUALITY MANAGEMENT SYSTEM AND INFORMATION MANAGEMENT SECURITY SYSTEM

External QMS and ISMS Audit

From 14 to 16 December 2011, auditors from the Polish Centre for Testing and Certification carried out a combined external audit – an audit to certify the conformance of the Information Management Security System to PN-ISO/IEC 27001:2007 and an audit of the supervision of the Quality Management System conforming to PN-EN ISO 9001:2009.

The objective of the audit was to assess the implementation and performance of ISMS in terms of conformity to PN-ISO/IEC 27001:2007 as well as the adequacy and effectiveness of the QMS, and to identify the areas for potential improvement.

The audit showed that the Quality Management System and the Information Security Management System in place at the Polish Committee for Standardization conformed to PN-EN ISO 9001:2009 and PN-ISO/IEC 27001:2007. The systems are maintained and subjected to an improvement process.

The potential of the implemented systems for improvement was identified in the comments to the processes evaluated.

In 2012, the two systems, QMS and ISMS, will be integrated.



STANDARDIZATION BY SECTORS



STANDARDIZATION BY SECTORS

OVERVIEW

In 2011, organizational changes were continued in the Standardization Division. The Standardization Department was divided into 17 Sectors. The working areas within European Standards Organizations (CEN and CENELEC) were taken as the basis for the division. In consequence of the changes, the Electrical Sector was divided into the Electrotechnical Sector, Electronic Sector and Electrical Sector.

Due care was taken to ensure that the organizational changes would not affect the planned standardization work.

The data for the working areas refer to the status as of 31 December 2011.

In 2011, a total of 2030 Polish Standards, their additional components and Polish Standardization Deliverables were published (403 in Polish and 1627 in the original language).

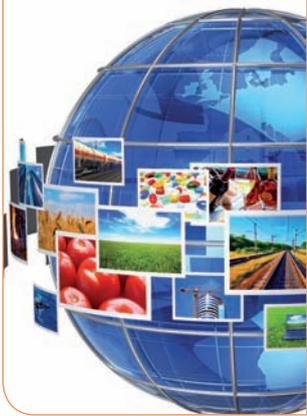
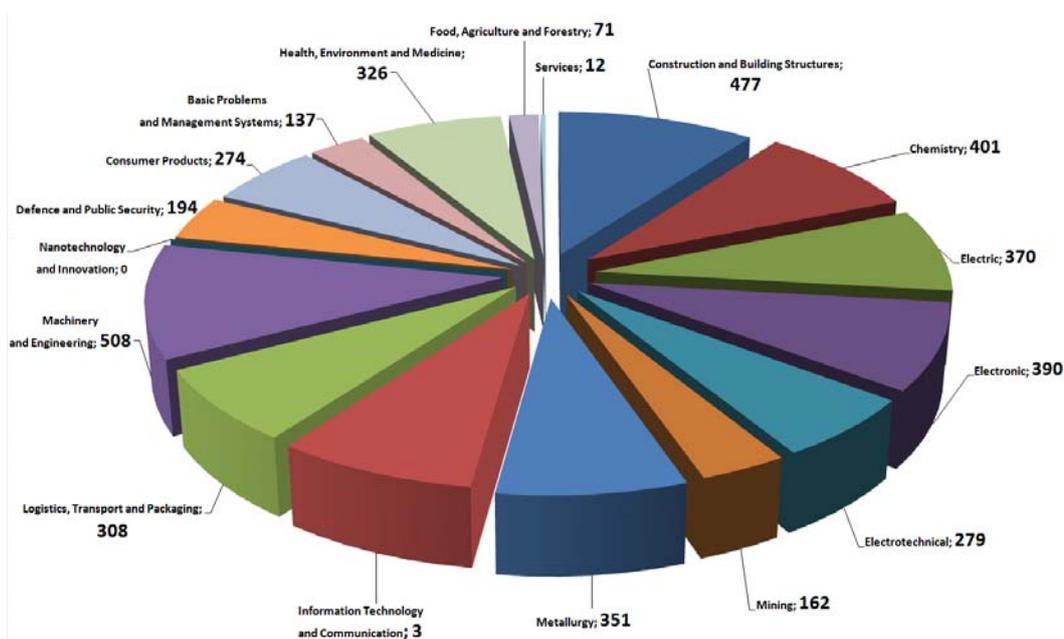
The following were published in Polish:

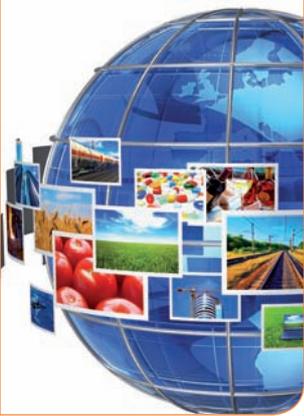
- 335 Polish Standards implementing European Standards, of which 117 are European Standards developed under New Approach Directives;
- 18 Polish Standards implementing International Standards;
- 43 Polish Standards – purely national;
- 7 Polish Standardization Deliverables.

PKN participated in the development of European Standards in accordance with the CEN and CENELEC work programmes. Upon completion, new European Standards are added to the repository of Polish Standards by endorsement (in the original language). Additionally, 138 European Standards were endorsed where PKN had not participated in the development. As a result of the above activities, a total of 1627 European Standards were endorsed.

At the end of 2011, there were 4656 work items in the standardization work programme at various stages of development. Out of these, a total of 1890 work items were completed in 2011 with the publication of Polish Standards, their additional components and Polish Standardization Deliverables.

Number of all standardization work items in the standardization work programme, by sector





As part of the work on those items, a public and targeted enquiry was carried out for 1691 draft Polish Standards.

Entities participating in the work of Technical Committees through their representatives have a significant influence on the actual content of the standards and documents. After a review of the composition of Technical Committees carried out in 2009, an increased stakeholder interest in the participation in the work of KT's was observed. In 2011, the entities were still equally interested in participating in the work of KT's. The President of PKN appointed 129 entities as members of Technical Committees (181 KT memberships) and dismissed 44 entities (57 KT memberships). 20 entities (22 KT memberships) declared a complete withdrawal from the work of KT's.

81 entities (97 memberships) that had not participated in KT's at the end of 2010 came forward to participate in the work of KT's.

At the end of 2011, 1002 entities participated in the work of 249 Technical Committees through 2774 representatives, with a total of 2522 memberships.

Total number of Technical Committees

Total as of 31.12.2010	Changes in the KT number per year		Total as of 31.12.2011
	dissoluted	established	
245	-	4	249

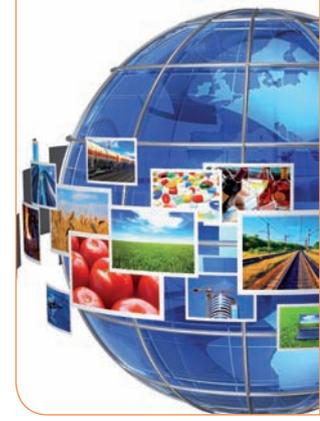
In 2011, the following Technical Committees were established:

- KT 311 Conservation of Cultural Property;
- KT 312 Earthworks;
- KT 313 Pest Control Services;
- KT 314 Nanotechnologies.

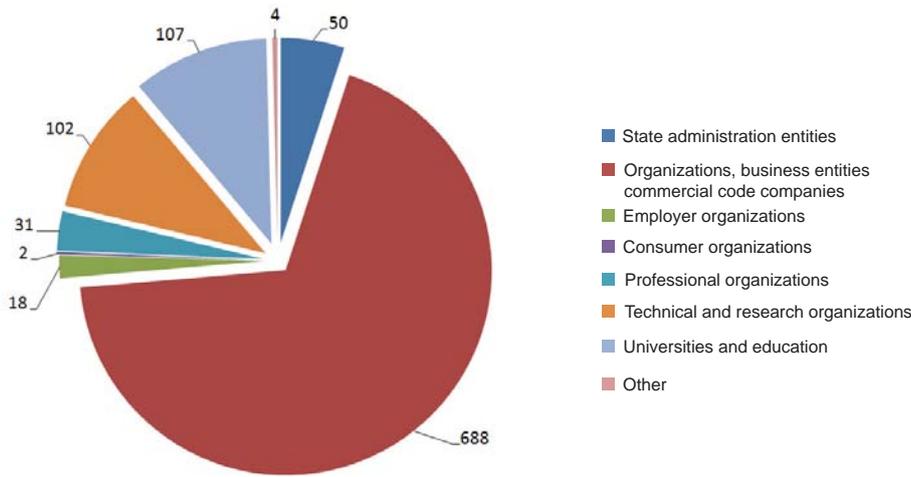
Item No.	Type of entity	Number of entities		Number of memberships		Number of representatives	
		2010	2011	2010	2011	2010	2011
1	State administration entities	50	50	197	194	217	215
2	Organizations, business entities commercial code companies	647	688	1046	1124	1080	1153
3	Employer organizations	17	18	30	33	33	35
4	Consumer organizations	2	2	14	13	11	10
5	Professional organizations	24	31	36	44	45	52
6	Technical and research organizations	101	102	459	470	536	532
7	Universities and education	103	107	618	640	758	776
8	Other	-	4	-	4	-	6
Total		944	1002	2400	2522	2680	2779

Organizations, economic operators and commercial law companies are the largest group among the Technical Committee members (68.7% of members), but they only hold 44.6% of KT memberships due to the fact that 45.3% of them are small and medium enterprises, with only one or two KT memberships.

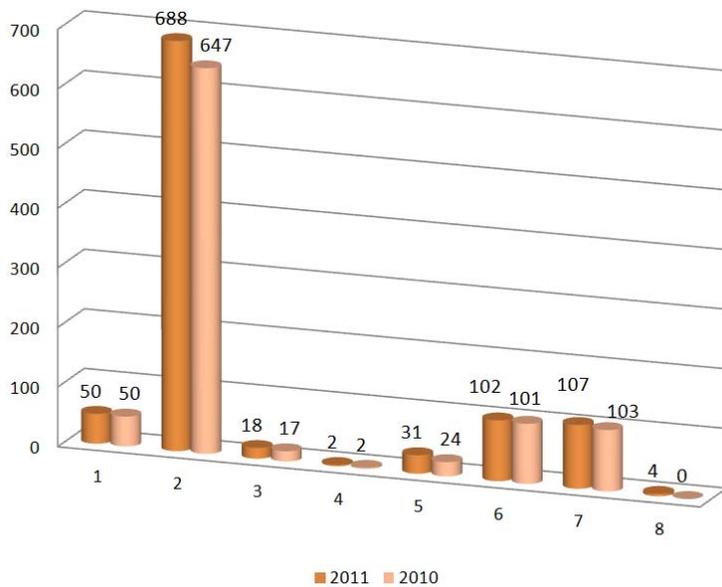
In view of the expiry of terms of office, Chairman and Deputy Chairman elections were organized in KT's. Chairpersons and Deputy Chairpersons were appointed by the President of PKN for a four-year term of office.



Number of entities in KT (2011)



Comparison of the number of types of entities



161 Chairpersons and 66 Deputy Chairpersons were appointed to KTs. Among the new appointments – 37 Chairpersons and 18 Deputy Chairpersons had not performed this function at a KT before.

In 2011, the activities of Technical Committees were carried out, like in 2010, using the e-KT system, which consolidates and simplifies standardization work and improves contacts at the level of KTs and between KTs and PKN. The application used in this system – Moduł KT – enables the representatives of KT members to, for example, share information/documents, express opinions and vote within KTs by electronic means. Electronic document workflow became obligatory, especially electronic folders for standards, which also applied to work that had already started. That simplified the processes of implementing European Standards to national standards, improved the quality of work, and also contributed to substantial savings in time, paper and equipment, which – like in 2010 – reduced the working expenses. Moduł KT was consistently improved over 2011, on the basis of the experience arising from its use.

In view of the need to ensure the right organization of standardization work, new types of Technical Bodies were introduced by Order № 60 of the President of PKN of 10 November 2011 on the Technical Bodies establi-



shed by the President of PKN, the grounds for the establishment and the rules for appointing the members and officers of such bodies:

- Sector Councils (RSs), composed of Chairpersons of Technical Committees and Project Committees from respective Standardization Sectors, coordinating activities within the working area of the respective Sector;
- Project Committees (KZs) – collegiate bodies appointed to perform a specific standardization task, e.g. draw up one or more draft standards.

Sector Councils are established within Standardization Sectors with at least three KT/KZs. In 2011, 15 RSs were established. Upon the entry into force of the above Order, 237 Chairpersons who held these functions on that day were appointed to Sector Councils. Further Sector Council appointments were made upon the appointment of new KT Chairpersons.

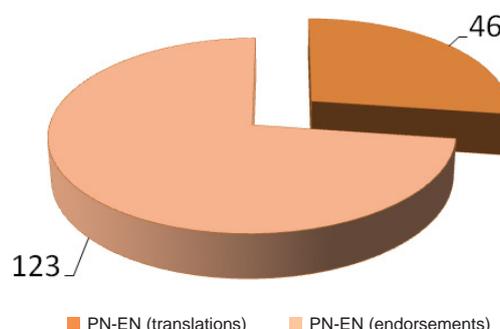
No KZs were established in 2011, preparatory work was started however to establish the first KZs.

Furthermore, an obligation was introduced to develop an Activity Plan and keep it up to date, applicable to all existing KTs and to newly established KTs and KZs. The Activity Plan is a concise overview of the current status of standardization work and of the working plan within the context of important business, technology, environmental and social forecasts in the working field of the particular KT/KZ.

Construction and Building Structures Sector

Number of all standards and additional components to PNs published in 2011

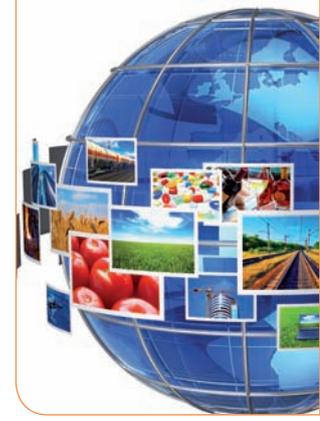
Standardization documents	2011
PN-EN (translations)	46
PN-EN (endorsements)	123
Total (all documents)	169



Implementations of European Standards represent **100 %** of all published Polish Standards.

List of Technical Committees operating within the working area of this Sector:

KT number	Technical Committee concerning
102	Bases for design of structure
108	Aggregates and stone for building
128	Design and execution of steel structures
169	Windows, doors, shutters and building hardware
179	Thermal protection of building
180	Fire safety of buildings
193	Prefabricated components of aerated concrete and nonreinforced components of light-weight aggregate concrete



194	Gypsum and gypsum based products
195	Precast concrete products
196	Cement and buildings limes
197	Ceramic tiles and ceramic sanitary appliances
198	Glass
199	Melioration system and hydrotechnics
211	Thermal insulating products for buildings
212	Road execution and maintenance
213	Design and execution of concrete structures and composite structures
214	Bitumen and synthetic products for waterproofing in building
215	Design and execution of timber and wood-based structures
232	Construction documentation
233	Masonry
234	Accessories for roofing
251	Bridges
252	Design of masonry
253	Buildings Acoustic
254	Geotechnics
274	Concrete
278	Water supply and waste water engineering
279	Heating systems and ventilation
307	Sustainability of building construction
308	Assessment of release of dangerous substances-construction products
312	Earthworks

Directions of Changes in the Sector in 2011

The changes in the Construction and Building Structures Sector focused on four issues of high importance to the construction industry and they involved:

- the establishment of the new KT 312 Earthworks;
- extending the working area of the sector by adopting the working fields of the European committee CEN/TC 390 Criteria for design, performance, test methods and maintenance of roof gardens;
- intensive work of KT 307 Sustainability in Building Construction which was established last year;
- the Eurocodes.

The establishment of the new KT 312 Earthworks bridged a gap in the very wide European standardization area that had not been included in the scope of work of our technical committees. It concerns cut and fill earthworks and covers terminology, principles, rules for defining earthwork processes, tests, classification, quality control and monitoring, construction procedures for standard and special fills, considering the environmental impact and protection.

The newly adopted work item: design and construction of the so-called inverted roofs, which are an important and technically complex component of green roofs (CEN/TC 390), is currently a relatively fast-growing area, with much to do in respect of standardization. For the time being, this theme is handled by KT 234 Accessories for Roofing. However, considering the fact that the subject is new and integrates a number of technically and technologically important issues of water insulation, thermal insulation and structural strength, the establishment of a separate KT in the future cannot be ruled out (mirroring CEN/TC 390).



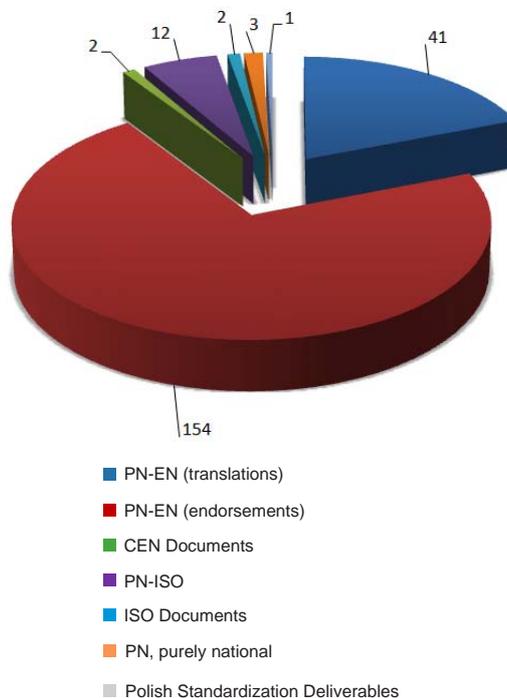
Very intensive efforts of KT 307 Sustainability in Building Construction involved a total of approx. 11 work items (7 European Standards endorsed as Polish Standards and 4 drafts). In 2012, the translation of three standards horizontal to the working area of sustainability in building construction is scheduled. The intensity of European effort in this working area arose from the legislative changes at the European level with respect to the construction industry (replacing a new approach EU Directive 89/106/EEC on construction products with a regulation of the European Parliament and of the Council concerning construction products). This regulation introduced the seventh basic requirement – sustainable construction.

Furthermore, the Construction and Building Structures Sector continued standardization work in a field that is very relevant to the construction industry, the Eurocodes. Opinions were expressed at the draft stage on successive European revisions and amendments arising from national experience (including Poland) in the application of those standards in design practice, and the revisions and amendments were introduced into the repository of Polish Standards.

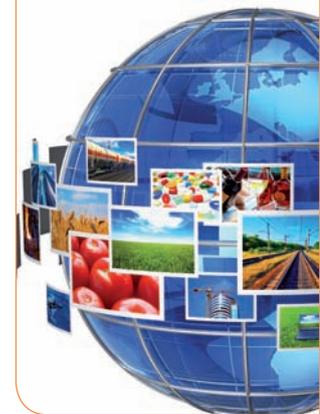
Chemistry Sector

Number of all standards, additional components and standardization documents published in 2011

Standardization documents	2011
PN-EN (translations)	41
PN-EN (endorsements)	154
CEN Documents	2
PN-ISO	12
ISO Documents	2
PN, purely national	3
Polish Standardization Deliverables	1
Total (all documents)	215



Implementations of European Standards and European standardization deliverables represent **91.6 %** of all published Polish Standards and Polish Standardization Deliverables.



List of Technical Committees operating within the working area of this Sector:

KT number	Technical Committee concerning
12	Explosives and pyrotechnical articles
111	Coal derivatives and pressed carbon products
140	Plastic pipes, fittings and valves
141	Plastics
155	Dyestuffs, dye intermediates, pigments and extenders
156	Fertilizers
168	Plastic products
175	Paints and varnishes
184	Adhesives
185	Protection of wood and wood-based products
186	Rubber and rubber products
201	Cosmetics and household chemicals
222	Petroleum and related products
223	Technical gases
249	Chemical analysis
269	Chemical safety
289	Technical ceramics

Directions of Changes in the Sector in 2011

The Chemistry Sector covers the following subject areas: chemical analysis, chemical safety, explosives, coal derivatives, liquid fuels, lubricating oils, asphalts, technical gases, plastics, plastic pipes and fittings, rubber, adhesives, technical ceramics, mineral fertilizers, paints, varnishes, dyestuffs, pigments, extenders, cosmetics and household chemicals, protection of wood.

SCH cooperates with 17 technical committees whose areas of activities reflect the structure of the European Committee for Standardization (CEN).

The work items of CEN/TC 411 Bio-based products were included in the working area of SCH, since SCH is interested in certain issues covered by that Committee. The work items of CEN/TC 411 involve other sectors as well.

Following a review of Polish Standards, suggestions were made for the revisions of Polish Standards on the protection of wood and wood-based products. Currently, two work items from KT 185 are at the notification stage.

The development of own solid and liquid fuel standards concerning the calculation of fuel value was reported – three items from KT 222 at the notification stage.

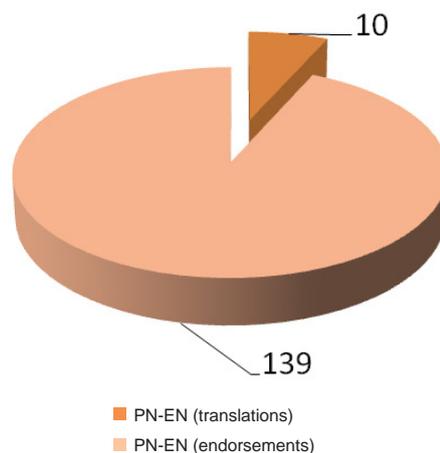
An increased number of work items is being drawn up on request. KT 222 Petroleum and related products developed the highest number of work items on request. In 2011, most of published PN-EN standards drawn up by KT 222 involved the working fields of asphalts and asphalt binders, test methods and classification principles. PN-EN standards were also developed in the field of liquid petroleum products, motor vehicle fuels, and PN-ISO standards providing test methods for petroleum products and lubricants. Two PKN-ISO/TR standardization deliverables were published concerning guidelines for the development of requirements for lubricants, industrial oils and similar products. As a result of own standardization work, two standards were published: PN-C-04356:2011 Motor vehicle fuels – Biofuel B 20 – Requirements and test methods and PN-C-96024:2011 Petroleum products – Fuel oils. An SCH consultant participated in the international conference CEN/TC 19 European Directions Of Fuels And Biofuels Standardization. The conference was held as part of a CEN/TC 19 meeting. For the first time in Poland, CEN/TC 19 working group meetings and a plenary session were held in Krakow, with 72 attendants from 20 countries. It was an opportunity to promote PKN.



Electronic Sector

Number of all standards and additional components to PNs published in 2011

Standardization documents	2011
PN-EN (translations)	10
PN-EN (endorsements)	139
Total (all documents)	149



Implementations of European Standards represent **100 %** of all published Polish Standards.

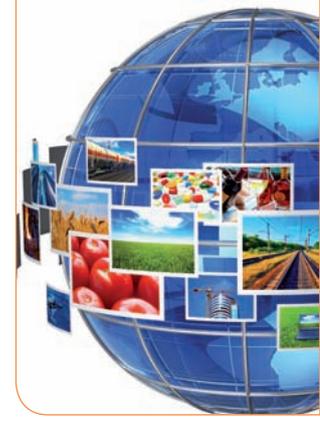
List of Technical Committees operating within the working area of this Sector:

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

Directions of Changes in the Sector in 2011

In view of the globalization of the Polish industry, the activities of the Electronic Sector are aimed at an increased participation of Technical Committees in European and international work. The activity of the committees within this Sector mainly involves active participation in drawing up standards, European and international documents, and identifying deviations from standards and special national conditions. 12 KTs are active within this Sector.

KT 241 is an active committee within the Electronic Sector. Its work items include connectors, switches, casings and other accessories – items essential to the operation of any consumer and professional electronics. The progress in the design and technology of electromechanical components is driven by the development of IT and ICT equipment, home appliances, audio and video equipment etc. Components are usually designed for the purposes of specific final products and they have to meet the requirements of their manufacturers, for example RJ connectors used to connect telephones with networks, or jack connectors used to connect headphones etc. The designers and manufacturers of those connectors and other connectors in mass pro-

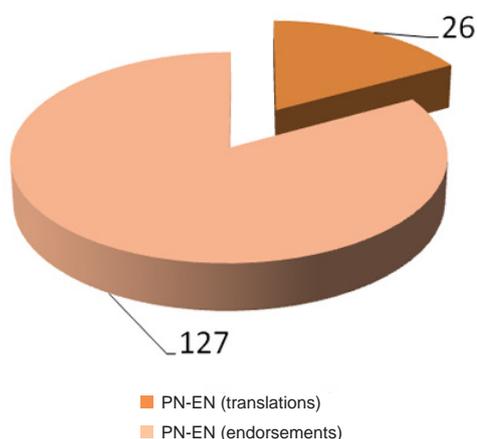


duction go beyond the existing framework and develop new generations, for example, of popular RJ connectors with different numbers of contacts, casing types, operating parameters etc., thus influencing the development of final appliances. Currently, the most important direction of development involves the preparation of IT, ICT and network connectors adapted to ever-increasing data transmission speeds. The scale of the problem is illustrated by the number of manufactured coaxial connector types, e.g.: BNC ca. 4 GHz – now replaced by the popular twisted pair, SSMB – 3 GHz, TMA – 6 GHz, RBMA – 12 GHz, SSMA – 35 GHz, SMP – 40 GHz, and a large number of International and European Standards concerning this connector (standard series EN 61169), furthermore, a large number of testing standards was developed for coaxial connectors (standard series EN 60512). The tests developed for coaxial connectors include: electromagnetic shielding performance, crosstalk ratio, transfer impedance performance, insertion loss, rise time degradation, signal delay, propagation delay, return loss, jitter, reflection coefficient and voltage standing wave ratio, alien crosstalk.

Electrical Sector

Number of all standards and additional components to PNs published in 2011

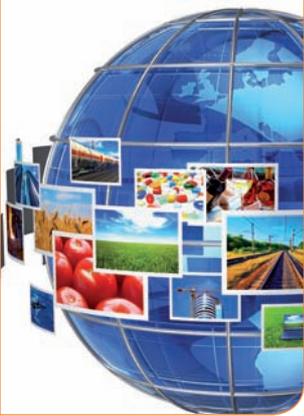
Standardization documents	2011
PN-EN (translations)	26
PN-EN (endorsements)	127
Total (all documents)	153



Implementations of European Standards represent **100 %** of all published Polish Standards.

List of Technical Committees operating within the working area of this Sector:

KT number	Technical Committee concerning
4	Lighting technology
54	Cells and batteries
56	Electrical machine (rotating) and hand-held motor- operated and portable electric tools
61	Electrical equipment and system for railways
62	Electrical accessories
63	Household and similar electrical appliances
70	Electrical relays and protection equipment
72	Live working
73	Low-voltage surge protective devices and system engineering and erection of electrical power installations in system with nominal voltages above 1 kV A.C. and 1.5 kV D.C.
74	High-voltage switchgear and control gear assemblies
75	Fuses
76	Insulators



78	Industrial electroheating
79	Power transformers
80	Overhead lines – general aspects
81	Instruments transformers, small power transformers
267	Electrically-operated farm appliances and electrical commercial catering equipment
281	Safety of machinery – electrotechnical aspects

Directions of Changes in the Sector in 2011

Currently there are 18 Technical Committees in the working area of the Electrical Sector. Due to the artificial combination of two various work items (design and operation of electrical power installations/surge protective devices) under KT 73, the work is neither efficient nor too active; PKN is prepared to divide KT 73, and its members will join KT 68 and KT 80.

EN 12464-1:2011 Light And Lighting – Lighting Of Work Places – Part 1: Indoor Work Places raised a lot of interest. Currently the standard is being translated and is scheduled for approval in 2012.

What is new is that KT 62 is preparing itself to draw up a PN in accordance with the Vilamoura Procedure: the standard PN-E-93151 Switches for household and similar fixed electrical installations – Surface-type switches up to 16 A, 250 V. At present, with the approval of CENELEC, the standard is being developed as own standard.

Moreover, KT 62 discussed and promoted activities aimed at raising awareness of the risks to the proper functioning of the national system of sockets and plugs for home use in view of the withdrawal of basic Polish Standards in this field in the near future and of the absence of legal regulations to protect the national system, and at adopting a programme of measures to solve the problem.

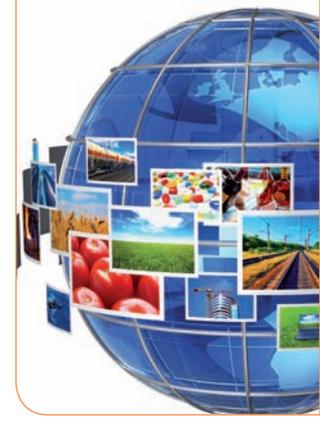
A noteworthy activity is the administration of the only secretariat of a technical committee of an international organization in Poland, i.e. the Secretariat of IEC/TC 27. This Secretariat is run by the Military University of Technology. In May 2011, a two-day meeting of IEC/TC 27 experts was held at PKN in Warsaw.

New or fast-growing work items at SEL include in particular:

- safety of equipment;
- energy efficiency;
- energy performance of equipment;
- digital (“intelligent”) control systems (e.g. for lighting);
- use of light-emitting diodes (LED) and organic light-emitting diodes (OLED) for lighting purposes;
- increasing the importance and use of daylight in lighting of buildings.

What is noteworthy is the standard PN-EN 61851-1:2011 implementing EN 61851-1:2011, which is covered by the Report “Standardization for road vehicles and associated infrastructure” of the joint CEN-CENELEC Focus Group on European Electro-Mobility, drawn up in order to identify the European requirements for electric vehicles in response to Mandate M/468 concerning the charging of electric vehicles.

Harmonized European Standards relating to the Railway Directive 2008/57/EC Interoperability of the rail system within the Community were added to the repository of Polish Standards. Attention should also be drawn to Polish Standards: PN-EN 50122-1:2011 Railway applications – Fixed installations – Electrical safety, earthing and the return circuit – Part 1: Protective provisions against electric shock, which specifies requirements for the protective provisions relating to electrical safety in fixed installations associated with a.c. and/or d.c. traction systems and to any installations that can be endangered by the traction power supply system,



and PN-EN 50128:2011 Railway applications – Communication, signalling and processing systems – Software for railway control and protection systems, which specifies the process and technical requirements for the development of software for programmable electronic systems for use in railway control and protection applications, aimed at use in any area where there are safety implications.

The complexity and the wide range of subjects covered by the work (in the working area of KT 80) stimulates consistent cooperation with stakeholders in the Electrical Sector on organization and standardization subjects. The cooperation resulted in the organization of an expert meeting at PKN to revise the standard N SEP E-004 Power and signalling cable lines – Designing and construction. As part of the cooperation, PKN offered experts from the Association of Polish Electrical Engineers (SEP) to draw up this document as a PKN specification.

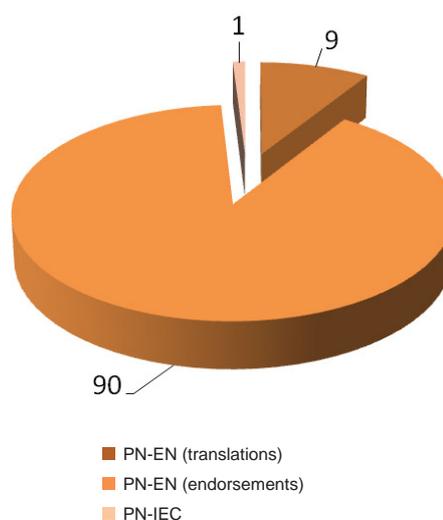
On 24 October 2011, as a result of the cooperation, PKN employees attended a SEP conference. The secretary of KT 80 had a lecture at the conference titled New Organization of Standardization Work in Selected Examples of Live Work and Design of Overhead Power Lines.

Attention should also be drawn to the contemporary needs and requirements, where energy efficiency and renewable energy sources (RES) are becoming a desirable development focus in Poland and worldwide. Photovoltaics, a large section within KT 54, is strongly involved in the activities relating to renewable energy sources. The following standards were drawn up in this field in 2011: PN-EN 62253:2011 Photovoltaic pumping systems – Design qualification and performance measurements; PN-EN 62109-2:2011 Safety of power converters for use in photovoltaic power systems – Part 2: Particular requirements for inverters – that may contribute to satisfying the RES criteria.

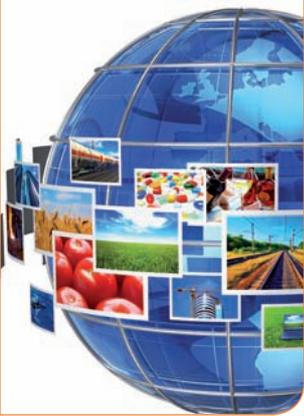
Electrotechnical Sector

Number of all standards and additional components to PNs published in 2011

Standardization documents	2011
PN-EN (translations)	9
PN-EN (endorsements)	90
PN-IEC	1
Total (all documents)	100



Implementations of European Standards represent **99 %** of all published Polish Standards.



List of Technical Committees operating within the working area of this Sector:

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

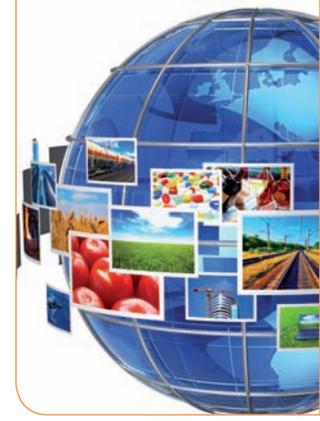
Directions of Changes in the Sector in 2011

In view of the globalization of the Polish industry, the activities of SET are aimed at a stronger involvement of Technical Committees in European and international work. The activity of the committees within SET mainly consists in active participation in drawing up standards, European and international documents, and identifying deviations from standards and special national conditions. 9 Technical Committees operate within this Sector.

Active committees within the Electrotechnical Sector include KT 53 Cables and Wires and KT 304 System Aspects of Electrical Energy Supply. Since 2008, experts from KT 53 have regularly participated in the plenary sessions of CLC/TC 20 Electric cables. Poland was the first country (among the new EU Member States) to nominate its expert to WG 9 CENELEC. In November 2011, an expert from KT 53 participated in WG 9, where HD were discussed (from 603 to 635) along with the rules for drafting national deviations for Harmonization Documents.

In the field of telecommunications cables, a dynamic development of the fibre optic technology is observed. KT 53 and KT 282 are part of it. Fibre optic cables are gradually replacing electrical cables. The design of symmetrical cables is being developed to increase transmission speeds to 1 Gb/s and beyond. KT 304 was increasingly involved in standardization work in the area of smart grids, believed to be one of the most promising future technologies. This was reflected, for example, in the nomination of an expert to the Smart Grid Coordination Group (SG-CG). The expert joined a team working on the project "Functional Architecture & Information Architecture".

Furthermore, KT 304 broadened international cooperation, declaring willingness to actively participate in the work of a newly established IEC project committee: IEC/PC 118 Smart Grid User Interface. The Committee was appointed both to provide a safe, effective and economic power grid to users and to improve the energy efficiency of the system and demand-side equipment. Its main objective is to unify and standardize the information model and communication protocol of a large amount of systems/equipments at user side to make them interact with power grid effectively. The current work programme of that PC includes two parts of Smart Grid User Interface series of standards – standards concerning the communication of user (recipient) applications with smart devices operating in power grid, which are the first step in that direction. Moreover, last year KT 304 declared the active cooperation with ISO/TC 242 Energy Management, which developed the standard ISO 50001:2011 Energy management systems – Requirements with guidance for use. The benefits of its implementation are already enjoyed by a number of global power sector companies.

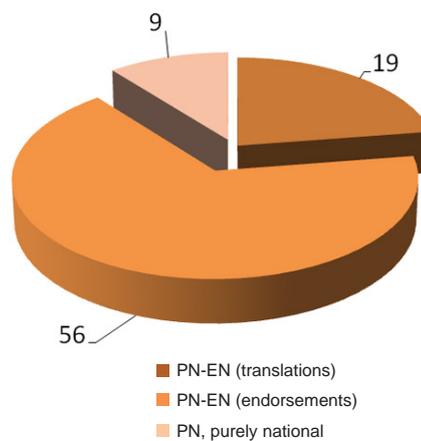


For several years, KT 303 Electrical Insulating Materials has been actively participating in the development of International and European Standards, mainly involving liquid dielectrics, by expressing its opinions on draft standards and delegating experts to participate in working groups. The draft new revision of EN 60422 concerning mineral insulating oils in electrical equipment – approved by a majority of votes cast – was objected to by the national committees of Poland, France and Russia. An increased interest in draft standards in the field of control, management and disposal of waste electrical and electronic equipment is observed among the manufacturers of home electrical appliances. KT 303 established intersectoral cooperation in this field with specialists from KT 63 SEL.

Mining Sector

Number of all standards and additional components to PNs published in 2011

Standardization documents	2011
PN-EN (translations)	19
PN-EN (endorsements)	56
PN, purely national	9
Total (all documents)	84



Implementations of European Standards represent **89.3 %** of all published Polish Standards.

List of Technical Committees operating within the working area of this Sector:

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

Directions of Changes in the Sector in 2011

In the Mining Sector, the most important directions of changes, or actually a stronger tendency observed in the sector for 3-4 years, involve the intensification of the development of new own standards and revisions of existing standards.



New standard developments are initiated by institutes, design studios or manufacturers of machinery and equipment for underground and open-pit mining, and arise from their increasing awareness of the benefits of the participation in the standardization process.

New standards mostly involve shoring components, mining excavators and stackers, and they will be the basic technical documents to be used in public procurement procedures and export activities. Moreover, the development of a standard for the evaluation of methane content in coal seams will lead to the unification of sampling procedures for coal seams in underground coal workings and determining methane content in laboratory-tested samples, which will ensure repeatable and unambiguous results from various laboratories.

The revision of own standards is largely dictated by the need to adjust the requirements of those standards to the contemporary state of the art, working conditions and safety standards.

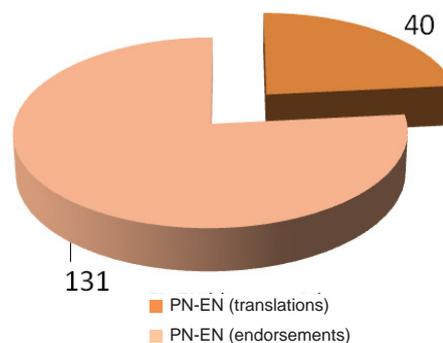
So, for example, revisions of standards for mine maps are intended to adjust them to the current digital imaging capabilities, and the revision of the standards for shoring for long wall mining used in underground workings of mining companies will update the vocabulary relevant to those subjects, introduce new requirements for shoring design and testing of shoring components. The need to make the revision is a consequence of the deterioration of mine operating conditions with the increasing mine depth.

Metallurgy Sector

Number of all standards and additional components to PNs published in 2011

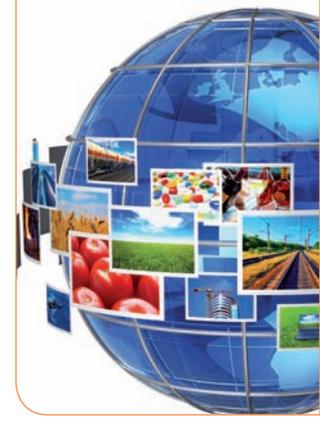
Implementations of European Standards represent **100 %** of all published Polish Standards.

Standardization documents	2011
PN-EN (translations)	40
PN-EN (endorsements)	131
Total (all documents)	171



List of Technical Committees operating within the working area of this Sector:

KT number	Technical Committee concerning
28	Refractories
29	Chemical analyses of ores, concentrates and metals
33	Powder metallurgy
106	Corrosion and protection of metallic materials against corrosion
123	Mechanical testing of products
126	Steel tubes
127	Metallurgical stock and steel
145	Alloy and special steels



146	Steel sections
153	Thin steel sheets
165	Welding and allied processes
219	Hard non-ferrous metals
225	Light non-ferrous metals
262	Heat treatment of metals
301	Founding

Directions of Changes in the Sector in 2011

In the Metallurgy Sector, the key directions of changes correspond to the tendencies observed over the last few years.

A leading mine shoring manufacturer initiated the implementation of the production of new, more shock resistant steel grades into standards, to improve the safety of mine workings. New steel grades are additionally characterized by an increased resistance to the action of saline groundwater found in deeper deposits. Those grades were developed in cooperation with a leading metallurgy research institute.

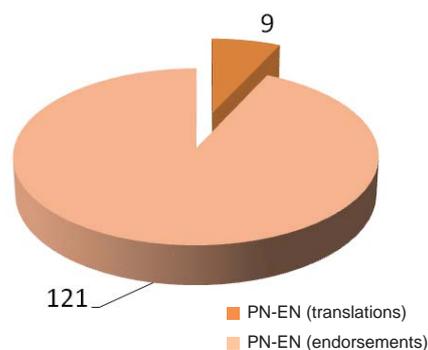
Manufacturers of concrete reinforcing steel from an industry organization actively participated in the work on the revision of EN standards in this area by attending meetings of working groups and ad hoc groups. The purpose of those meetings was to develop a single European approach to this controversial subject.

KT 301 Founding established cooperation with ISO/TC 244 Industrial furnaces and associated processing equipment, delegating a representative of the Founding Institute to its working groups. ISO/TC 244/WG 4 drew up ISO/DIS 13574 Industrial furnaces an associated equipment – Vocabulary. Owing to our involvement in the working group, terms and definitions in this project were also provided in Polish, which significantly contributes to the harmonization of terminology in the field of industrial furnaces and associated processing equipment.

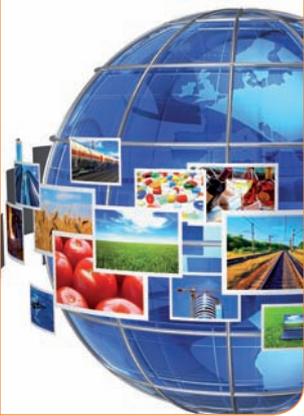
Logistics, Transport and Packaging Sector

Number of all standards and additional components to PNs published in 2011

Standardization documents	2011
PN-EN (translations)	9
PN-EN (endorsements)	121
Total (all documents)	130



Implementations of European Standards represent **100 %** of all published Polish Standards.



List of Technical Committees operating within the working area of this Sector:

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

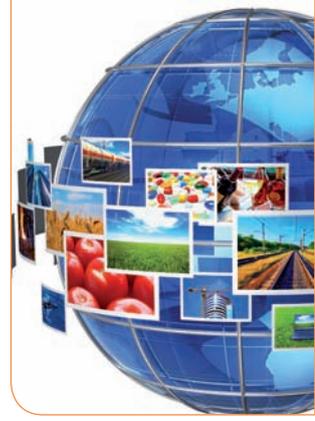
Directions of Changes in the Sector in 2011

The Logistics, Transport and Packaging Sector was established to cover issues relating to the cooperation at the national, international and European level in the field of continuous handling, road transport, rail transport, air transport, technology of vessels, cranes, lifts, components thereof and warehouse management.

The working area of the Logistics, Transport and Packaging Sector was extended to include cooperation with CEN/CLC/TC 5 Space – work item added to KT 19 Aircraft and Space Vehicle Engineering, and with ISO/TC 241 Project Committee: Road-Traffic Safety Management System – work item added to KT 17 Road Vehicles and Road Transport.

Standards in the following fields were translated and implemented into the Polish Standards repository:

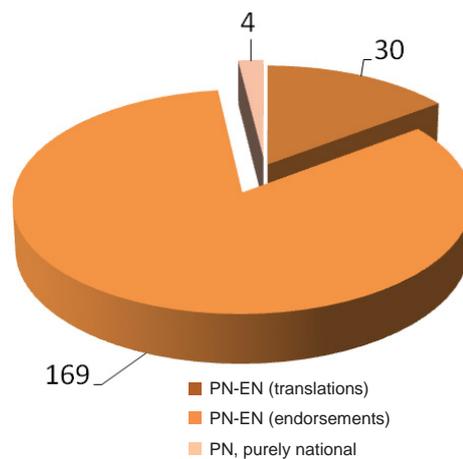
- KT 19 Aircraft and Space Vehicle Engineering developed and published successive standards from the series on aircraft ground support equipment: PN-EN 12312-13+A1:2011 Aircraft ground support equipment – Specific requirements – Part 13: Lavatory service equipment; PN-EN 12312-15+A1:2011 Aircraft ground support equipment – Specific requirements – Part 15: Baggage and equipment tractors and PN-EN 12312-16+A1:2011 Aircraft ground support equipment - Specific requirements – Part 16: Air start equipment;
- KT 162 Logistics, Bar Codes and Warehouse Management developed and published PN-EN 15512:2011 Steel static storage systems – Adjustable pallet racking systems – Principles for structural design, specifying the structural design requirements applicable to adjustable beam pallet rack systems;
- KT 230 Small Craft developed and published PN-EN ISO 12215-8:2011 Small craft – Hull construction and scantlings – Part 8: Rudders, which gives requirements on the scantlings of rudders fitted to small craft with a length of hull of up to 24 m.



Machinery and Engineering Sector

Number of all standards and additional components to PNs published in 2011

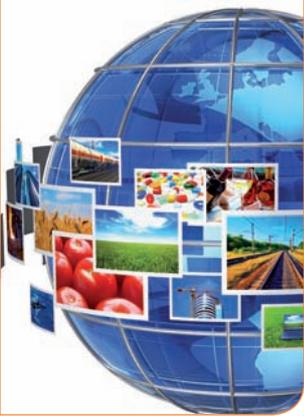
Standardization documents	2011
PN-EN (translations)	30
PN-EN (endorsements)	169
PN, purely national	4
Total (all documents)	203



Implementations of European Standards represent **98 %** of all published Polish Standards.

List of Technical Committees operating within the working area of this Sector:

KT number	Technical Committee concerning
5	Refrigeration, heat pumps, air conditioners and compressors
13	Earth-moving machinery, road construction machinery and mobile cranes
14	Machinery and equipment for building construction, building materials industry and rock mining
15	Machines and devices for the food processing industry, trade and catering business
16	Tractors and machinery for forestry
47	Pumps and hydraulic turbines
48	Machine design fundamentals
50	Automatic and manipulating industrial robots
112	Gear
130	Chemical apparatus, vessels and gas cylinders
132	Internal Combustion engines
137	Mechanical and thermal equipment in power plants
160	Hydraulic fluid power
206	Metal cutting machine tools and tools and workpieces tooling and tools tooling
207	Material removal and accretion machining processes and surface layer characteristics
208	Pneumatic fluid power
210	Industrial valves and industrial pipelines
236	Fasteners and assembly tools
240	Plastic- and rubber- working machines
246	Radiological protection
263	Equipment for collection and removal of waste municipal
268	Woodworking machines, tools and devices for machining of wood
277	Gas engineering
299	Technology and machine tools for plastic working of metals



Directions of Changes in the Sector in 2011

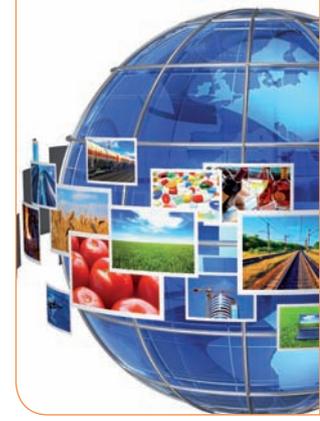
The Machinery and Engineering Sector (SMC) covers issues relating to cooperation at the national, international and European level in the field of design, manufacturing and operation of machinery and various types of equipment.

The cooperation was extended as follows:

- KT 207 – to include cooperation with ISO/TC 261 Additive manufacturing. It is an innovative technology consisting in the division of a 3D model into a series of 2D sections (layers) which are then replicated (added). The work item is created by laying down and joining successive layers, and is built layer by layer;
- KT 5 – to include cooperation with the new committee CEN/TC 413 Testing methodologies and requirements for insulated means of transportation, whose working area involves primarily the requirements for and testing of cooling systems used in transport means. Vehicles equipped with such systems are subject to mandatory ATP certification;
- SMC – to include the new committee CEN/TC 406 Mechanical products – Ecodesign methodology, whose working area involves the general issues of ecodesign, relating to various types of machinery. The newly appointed SMC Sector Council will assign this working area to a suitable KT (or establish a KT/KZ);
- KT 130 – to include the new committee CEN/TC 393 Equipment for storage tanks and for filling stations. One of the CEN/TC 393 working groups is WG 7 Stage II vapour recovery systems at filling stations, whose efforts are connected with Directive 2009/126/EC of 21 October 2009 on Stage II petrol vapour recovery during refuelling of motor vehicles at service stations. The aforementioned WG 7 drew up several prENs relevant to that directive.

KT 16 undertook several significant activities influencing the direction of changes in the field of tractors and machinery for agriculture and forestry. One of the initiatives involved the participation of KT experts in the drafting of the Regulation of the Minister of the Economy of 13 June 2011 amending the Regulation on essential requirements for machinery, implementing the provisions of Directive 2009/127/EC amending Directive 2006/42/EC with regard to machinery for pesticide application and the Regulation of the Minister of Agriculture and Rural Development of 4 October 2011 on the testing of sprayers, amending the Regulation on essential requirements for machinery, implementing the provisions of Directive 2009/128/EC establishing a framework for Community action to achieve the sustainable use of pesticides. Both regulations are significant to manufacturers, users and certification bodies, as they unambiguously specify the essential requirements for such specific types of machinery. Owing to the participation of KT 16 experts in the drafting of those regulations, the vocabulary used therein conforms to relevant standards and, most importantly, complies with the provisions of draft standards relating to the requirements of those directives. Currently, three parts of two draft European Standards are under development: prPN-prEN 16119-1 to 3 and prPN-prEN 16122-1 to 3, related with those directives. The draft standards are much awaited by the whole community, as they will be the first technical documents to specify a unified testing methodology for sprayers to evaluate compliance with the essential requirements already in force in Poland.

The long-awaited PN-EN ISO 286-1:2011 Geometrical Product Specifications (GPS) – ISO Code System For Tolerances On Linear Sizes – Part 1: Basis of Tolerances, Deviations and Fits (Polish edition) was developed and published, concerning the system of tolerances and fits. The work on the revision of the 1988 standard at ISO (and parallel work at CEN) had continued with varying intensity since the early 1990s. It is worth stressing that PKN-delegated



experts actively participated in the work of WG 12 of the ISO/TC 213 Technical Committee, which prepared the revision. At CEN, CEN/TC 290 worked on the revision. Standardization of the tolerances on linear sizes, and in particular the issues of the system of tolerances and fits, plays a key role in machinery construction. The standard emphasizes the importance of the coding system (symbols) of tolerances and fits. The development and publication of the Polish Standard concerning a modern approach to the system of tolerances and fits a year after the publication of the International and European Standards can be surely regarded as a success of the Polish standardization.

Work also started at KT 48 on the preparation of the Polish versions of EN series in the field of geometrical product specifications (GPS) concerning tolerances on shape (EN ISO 12180-1:2011, PN-EN ISO 12181-1:2011, PN-EN ISO 12780-1:2011, PN-EN ISO 12781-1:2011). Those standards are widely used by such industries as manufacturing of cars, combustion engines, rolling-element bearings, compressors, piston pumps, mechanized home appliances, pneumatic and hydraulic automation products and various precision products (e.g. for the armaments industry).

Nanotechnology and Innovation Sector

No standards or standardization deliverables were developed in this Standardization Sector in 2011.

List of Technical Committees operating within the working area of this Sector:

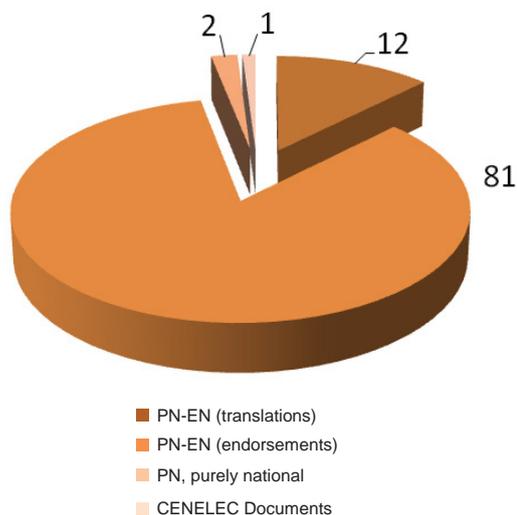
KT number	Technical Committee concerning
314	Nanotechnologies

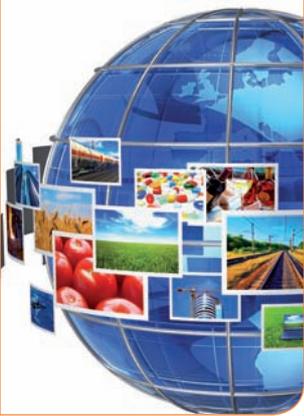
The procedure of establishing the first Technical Committee in the Sector, i.e. KT 314 Nanotechnologies (by spinning off work items from KT 207 Material Removal and Accretion Machining Processes and Surface Layer Characteristic) was finalized on 30 December 2011.

Defence and Public Security Sector

Number of all standards, additional components and standardization documents published in 2011

Standardization documents	2011
PN-EN (endorsements)	81
PN-EN (translations)	12
CENELEC Documents	1
PN, purely national	2
Total (all documents)	96





Implementations of European Standards and European standardization deliverables represent **97.9 %** of all published Polish Standards and Polish Standardization Deliverables.

List of Technical Committees operating within the working area of this Sector:

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

Directions of Changes in the Sector in 2011

Particularly active standardization work at the national, European and international level are observed in the field of alarm systems standardization. This is due to the fact that this segment of the domestic market, i.e. various types of alarm systems, is well-developed. Polish experts actively participate in European work in the following committees: CEN/TC 72 WG 15, CEN/TC 79 WG 4, CEN/TC 79 WG 11, CEN/TC 79 WG 14 and ISO/TC 21 SC 3. At the national level, this activity is reflected in the work carried out by KT 52 and KT 264, and by the fact that a CEN/TC 72 session was organized in Katowice.

KT 52 finalized work (translation) on the standard PN-EN 50131-5-3:2011 Alarm systems – Intrusion systems – Part 5-3: Requirements for interconnections equipment using radio frequency techniques, and on the translation of the Technical Specification PKN-CLC/TS 50131-7:2011 PKN CLC/TS 50131-7:2011 Alarm systems – Intrusion and hold-up systems – Part 7: Application guidelines.

Work on request was commenced to implement, using the method of translation, prPN-EN 50131-2-6 Alarm Systems – Intrusion And Hold-up Systems – Part 2-6: Opening Contacts (magnetic) and prPN-EN 50132-1 Alarm systems – CCTV surveillance systems for use in security applications – Part 1: System requirements.

KT 52 members declare that they will provide funding for the work on subsequent standard translations.

Cooperation was established and organized with the new CEN-CENELEC Joint Project Committee, i.e. CEN/CLC/TC 4 Services for fire safety and security systems. An expert was delegated from KT 306 to participate in the work of that committee. Due to the horizontal character of the draft standard being developed by CEN/CLC/TC 4, i.e. covering the working areas of several national committees (KT 52, KT 180, KT 244, KT 264 and KT 306), the Defence and Public Security Sector Council requested to establish a Project Committee at PKN in charge of services for fire safety and security systems.

At KT 176, the public enquiry prPN-prEN 16341 Selection of standards and standard-like documents for defence products and services – Hierarchy of importance was conducted. It is an important draft standard, as it supports a directive on defence procurement. The directive is an element of the policy of making defence standards civilian, implemented jointly by NATO and EU authorities. EU authorities are involved in that policy through the activities of the European Defence Agency and standardization initiatives at CEN and CENELEC, i.e. the working group CEN/BT/WG 125 Standardization for Defence Procurement, and later the Joint Working Group CEN/CLC/JWG Stakeholder Forum for Defence Procurement Standardization. Aside from a representative of the Ministry of National Defence, a represen-

tative of the Defence and Public Security Sector of the PKN Standardization Department is involved in the work of that Forum.

KT 176 finalized work on the revision of own standards, i.e. PN-V-87000:2011 Light ballistic armours – Ballistic protection helmets – Requirements and tests and PN-V-87002:2011 Light ballistic armours – Ballistic protection helmets – Requirements and tests. Those standards are mostly used by the institutions of the Ministry of Interior and the Ministry of National Defence.

All fourteen standards identified by KT 176 as obsolete in a review carried out in 2010 were withdrawn. The Military Centre for Standardization Quality and Codification (responsible for standardization issues at the Ministry of National Defence) prefers to have Defence Standards developed instead.

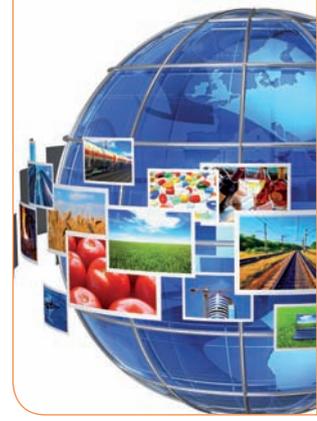
A PN review was carried out which identified 22 standards in need of revision.

KT 177 started work on the implementation (translation) of prPN-EN 61996-1 Maritime navigation and radiocommunication equipment and systems – Shipborne voyage data recorder (VDR) – Part 1: Voyage data recorder (VDR) – Performance requirements, methods of testing and required test results. The committee puts a lot of effort in the recognition of EN standards (71 standards) developed by the Aerospace and Defence Industries Association of Europe – Standardization (ASD-STAN) in the D2 (electrical) area.

KT 244 finalized work on PN-EN 1777:2011 Hydraulic platforms (Hps) for fire fighting and rescue services – Safety requirements and testing. Work commenced on the translation of prPN-EN 1846-2 Firefighting and rescue service vehicles – Common requirements – Safety and performance (harmonized standard; 98/37/EC; 2006/42/EC).

As part of the promotion activities supporting standardization stakeholders and cooperation with other institutions and organizations, the employees of the Sector:

- attended the conference STANDARDS – How to use the knowledge contained in standards and become involved in the development of standards, where they gave a lecture titled The role of Polish Standards and voluntary certification of conformity to Polish Standards in a competitive economy;
- published three individual papers dedicated to public security, civil protection and property protection, and one joint paper with a co-author from the Military Academy of Technology titled: The legal basis for standardization activities in the field of defence and security of the State;
- kept the standardization information on the website www.pkn.pl up to date in the part relevant to their sector.

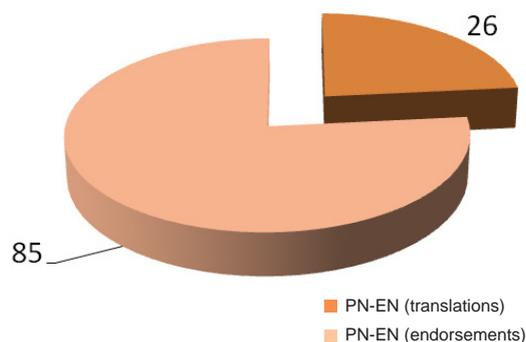




Consumer Products Sector

Number of all standards and additional components to PNs published in 2011

Standardization documents	2011
PN-EN (endorsements)	85
PN-EN (translations)	26
Total (all documents)	111



Implementations of European Standards represent **100 %** of all published Polish Standards.

List of Technical Committees operating within the working area of this Sector:

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

Directions of Changes in the Sector in 2011

The activities of the Consumer Products Sector cover a wide range of working fields with a focus on consumer needs, and especially on product safety.

The Light Industry Sector was transformed into the Consumer Products Sector. This entailed changes in the structure of the sector:

- KT 21 Personal Protective Equipment was relocated to SOŚ;
- the following Technical Committees were included in the Sector:

KT 100 Products of Timber and Wood-Based Materials

KT 239 Jewellery

As a result, the working area of the sector was extended to include the working areas of the following technical committees:

- CEN/TC 112 Wood-based panels
- CEN/TC 175 Round and sawn timber
- CEN/TC 207 Furniture
- CEN/TC 364 High chairs
- CEN/WS 047 Consumer confidence and terminology in the diamond industry
- ISO/TC 55 Sawn timber and sawlogs
- ISO/TC 87 Cork
- ISO/TC 99 Timber blanks

- ISO/TC 136 Furniture
- ISO/TC 174 Jewellery
- ISO/TC 175 Fluorspar

The working fields of the following new committees were included in the working area of the sector:

- CEN/TC 402 Domestic Pools and Spas, which is in charge of standardization in the field of domestic swimming pools, spas and other types of pools and their related materials, equipment and accessories, used for domestic/private purposes; work was commenced aiming at the preparation of a standard on the requirements for domestic pools. It should be emphasized that KT 2 representatives delegated by PKN participate directly and actively in the work of CEN/TC 402. This working area is particularly significant due to the dynamic growth of the domestic market.
- CEN/TC 410 Consumer confidence and terminology in the diamond industry. KT 239 members participate in the development of the first standard under the working title Jewellery – Consumer confidence in the diamond industry, aimed at providing the criteria for the assessment of authenticity of diamonds confirmed by an independent entity.
- ISO/TC 254 Safety of amusement rides and amusement devices, where work was started to develop standards for the design and manufacture of devices within the working area of ISO/TC 254, as well as biomechanic effects of the operation of such devices.

As a result of the undertaken activities, entities cooperating with the SPU sector were encouraged to provide funding for standardization work. This permitted to begin work on 3 items (concerning safety during the burning of bedding items), requested and paid by a third party. KT 239 continued working on an own standard concerning the classification and testing of Baltic amber. Intensive effort is made in that working area with the intention to organize the raw amber and amber products market and to reinforce customer trust in the authenticity of the purchased products.

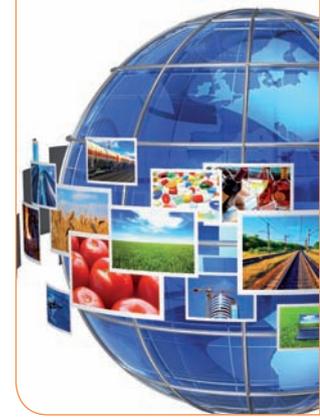
Work was carried out involving the development and revision of European Standards, implementing into Polish Standards and translation into Polish.

Due to the entry into force of the provisions of the new Directive 2009/48/EC on the safety of toys, work was carried out by CEN/TC 52 and CEN/TC 252 aimed mainly at adjusting the requirements of standards to the provisions of the directive. The first published standard which considers the requirements of the new directive concerns the mechanical and physical properties of toys and is a key standard in the working area of toy safety. Standards for toys flammability and activity toys for family domestic use were also revised. Further revised standards concern the chemical properties of toys and cover such topics as the migration of certain elements, experimental sets for chemistry and related activities, chemical toys (sets) other than experimental sets and finger paints. What is new is a draft standard for baby swings.

Work was carried out on the revision of standards for stationary training equipment, such as treadmills. Furthermore, standards providing requirements for mountaineering equipment (ice-tools, crampons, energy absorbing systems for use in klettersteig (via ferrata) climbing) were revised.

The publication of standards specifying requirements for in-line skates, skates and skateboards is convenient for users interested in sports equipment. Further standards published in Polish include stationary exercise bicycles and upper body crank training equipment, floating leisure articles for use on and in the water, as well as fairground and amusement park machinery and structures.

A new feature is the standard for inflation devices and accessories for inflatable consumer products, which covers the compatibility of valves





and valve adapters, safety requirements, durability, performance, compatibility and test methods of inflators.

Labelling clothes sizes takes a prominent position in the work of KT 22. Currently, CEN/TC 248 is working on a revision of the standard EN 13402 Labelling clothes sizes, which may become the basis for clothing manufacturers to create size charts. The widespread use of that standard will help customers pick the right clothing to fit their individual body dimensions.

Protective clothing is also included in the working area of that committee. The crowning achievement of the work carried out by that KT throughout the year is the translated standard PN-EN 13061 Protective clothing – Shin guards for association football players – Requirements and test methods, to be published in 2012. Moreover, CEN/TC 162 is working on a whole series of motorcycle clothing standards (prEN 16021). All protective clothing standards are related with Directive 89/686/EEC on personal protective equipment.

KT 26 actively participates in the development of standards for the methods and requirements for textile testing. PN-EN ISO 139:2006 Textiles. Standard atmospheres for conditioning and testing, to which a Polish amendment is under development. The standard forms the basis for a majority of laboratory tests used in the textile industry.

The work on a revision of a core textile and clothing industry standard, EN-ISO 3758 Textiles – Care labelling code using symbols, that has continued over several years, has just been finalized. It is not the first revision of that standard that is invariably popular with manufacturers and consumers owing to its interrelations with the Regulation of the Council of Ministers of 6 April 2004 on the safety and labelling of textile products.

The work on the use of high strength fibres in fibre ropes is gaining momentum. That will make it possible to use such ropes in on-board devices, lifting and transport equipment, goods handling etc.

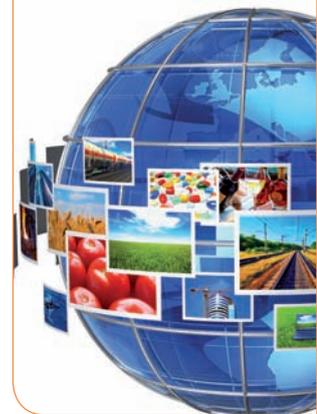
In the recent years, small vessel equipment has been included in the working area of KT 107. This resulted in the translation of EN ISO 12401 Small craft – Deck safety harness and safety line – Safety requirements and test methods – harmonized standard, relating to Directive 89/686/EEC, to be published in 2012.

As regards the work connected with the Machinery Directive 2006/42/EC, the following standards are noteworthy: PN-EN 15987:2011 Leather – Terminology – Key definitions for the leather trade, which specified the key terms and definitions used for leather; PN-EN ISO 17074:2011 Leather – Physical and mechanical tests – Determination of resistance to horizontal spread of flame (this method is particularly intended for leathers used in the passenger compartment of motor vehicles); PN-EN 13634:2011 Protective footwear for motorcycle riders – Requirements and test methods, which applies to protective footwear for motorcycle riders.

KT 27 is highly active in the standardization of the area of flammability of textile products. This is obvious, for the sake of the safety of users. Standards concerning the assessment of the ignitability of bedding items were translated and added to the PN repository. An important theme dealt with by the committee is the translation into Polish a standard for the burning behaviour of curtains and drapes. As part of the systematic review, opinion is expressed on a very important standard for the burning behaviour of children's nightwear.

The approval of the Technical Specification concerning the determination of slip resistance of pedestrian surfaces can be regarded as a success in the field of safety. The work was carried out by CEN/TC 339. In the light of the popularity of this topic, we may assume that the TS will be transformed into European Standard.

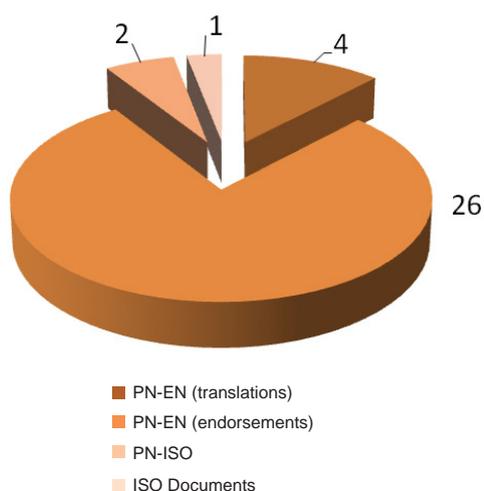
With respect to textile, resilient and laminate floor coverings, 9 standard revisions were carried out and finalized, and 19 further revisions were initiated.



Food, Agriculture and Forestry Sector

Number of all standards, additional components and standardization documents published in 2011

Standardization documents	2011
PN-EN (endorsements)	26
PN-EN (translations)	4
PN-ISO	2
ISO Documents	1
Total (all documents)	33



Implementations of European Standards represent **90.9 %** of all published Polish Standards and Polish Standardization Deliverables.

List of Technical Committees operating within the working area of this Sector:

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

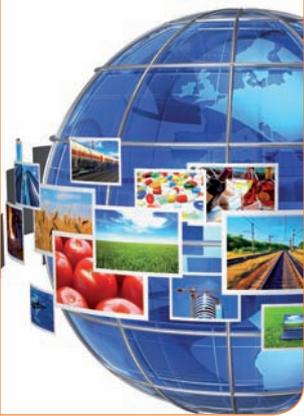
Directions of Changes in the Sector in 2011

GENERAL CHANGE

The Food, Agriculture and Forestry Sector cooperates with 20 Technical Committees.

The working area of the Sector was subdivided into the following seven sections:

- General issues of agriculture and food
- Food



- Starch and starch products
- Stimulants
- Biotechnology
- Agriculture
- Forestry

SRZ cooperates with 12 technical bodies at CEN, including 9 Technical Committees, 1 Project Committee and 2 Subsectors. At ISO, SRZ cooperates with 24 technical bodies, including 7 Technical Committees and 17 Technical Subcommittees.

SPECIFIC CHANGES:

As part of the work carried out by KT 39 Tobacco and Tobacco Products, a standard harmonized with the provisions of Directive 2001/95/EC on general product safety was introduced into the repository of Polish Standards:

EN 16156: 2010 Cigarettes – Assessment of the ignition propensity – Safety requirements. The European Standard was implemented as PN-EN 16156:2011 Cigarettes – Assessment of the ignition propensity of cigarettes – Safety requirements.

The standard was awaited by the tobacco industry.

The share of work carried out on request increased at KT 3 Food Microbiology, KT 35 Milk and Milk Products and KT 40 Animal Feeding Stuffs.

KT 3 developed the standardization deliverable PKN-ISO/TS 19036:2011 Microbiology of food and animal feeding stuffs – Guidelines for the estimation of measurement uncertainty for quantitative determinations. The above-mentioned Technical Specification is used by accredited laboratories, as it gives guidance for the estimation and expression of measurement uncertainty (MU) associated with quantitative results in food microbiology and is applicable to the quantitative analysis of products intended for human consumption and the feeding of animals, and of environmental samples in the area of food production and food handling, typically carried out by enumeration of microorganisms using a colony-count technique, but applicable also to quantitative analysis by alternative instrumental methods.

KT 35 continued work aimed at introducing International Standards into the repository of Polish Standards in the field of caseins and caseinates, resulting in the replacement of the relevant parts of PN-A-86361 published in 1999 under the shared title Milk and milk products – Acid caseins and caseinates – Test methods.

KT 35 initiated work on the implementation of ISO standards for the identification of characteristic microorganisms in milk products. This subject is a topical item for the dairy industry, due to the beneficial effect of microorganisms on the digestive tract.

Work was started on the following drafts of Polish Standards:

- prPN-ISO 20128 Milk products – Enumeration of presumptive *Lactobacillus acidophilus* on a selective medium – Colony-count technique at 37 degrees C
- prPN-ISO 27205 Fermented milk products – Bacterial starter cultures – Standard of identity

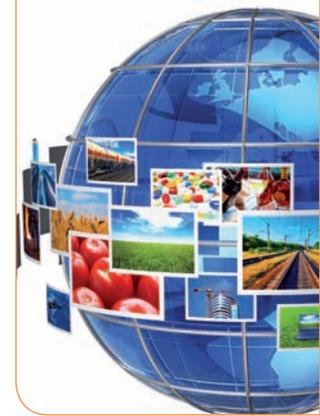
KT 40 commenced work on prPN-EN 15792 Animal feeding stuffs – Determination of zearalenone in animal feed – High performance liquid chromatographic method with fluorescence detection and immunoaffinity column clean-up.

The subject of the draft Polish Standard – mycotoxin zearalenone (ZEA) – is more and more often detected in domestic animal feeding stuffs and is covered by the official control of feeding stuffs. In accordance with the official control plan approved by the Chief Veterinary Officer, ZEA content is determined because it contributes to the development of an animal

disease referred to as the estrogenic syndrome, resulting in infertility.

The discussed draft is harmonized with the provisions of Directive 70/373/EEC on the introduction of Community methods of sampling and analysis for the official control of feeding-stuffs. Also the remaining 14 prENs being developed by KT 40 are harmonized with the aforementioned directive.

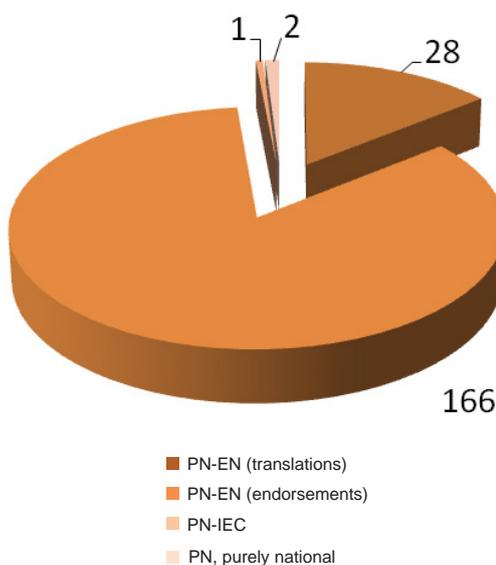
Following a review of Polish Standards, KT 36 suggested the revision of a Polish Standard on the preliminary control of quality and organoleptic tests for cereals. The work item is currently pending notification.



Information Technology and Communication Sector

Number of all standards and additional components to PNs published in 2011

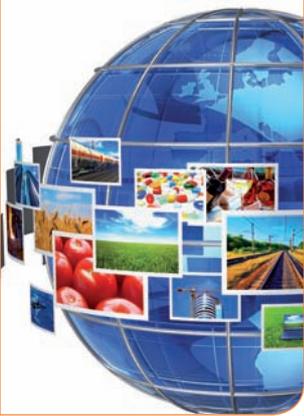
Standardization documents	2011
PN-EN (endorsements)	166
PN-EN (translations)	28
PN-IEC	1
PN, purely national	2
Total (all documents)	197



Implementations of European Standards represent **98.5 %** of all published Polish Standards.

List of Technical Committees operating within the working area of this Sector:

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



Directions of Changes in the Sector in 2011

Experts from KT 309 Biometrics were very active in the work carried out by JTC 1/SC 37 on documents relating to iris biometrics. They are carrying out intensive research and making a very significant contribution to the subject of live-tissue verification, i.e. detecting attempts to cheat biometric devices by presenting fake eye models.

KT 171 experts participated in the meetings of ISO/IEC/JTC 1/SC 32, worked on subjects relating to the Open Metadata Forum, database languages and eBusiness. Their activities involved health, telecommunications and geospatial applications, which entailed the development of new work items.

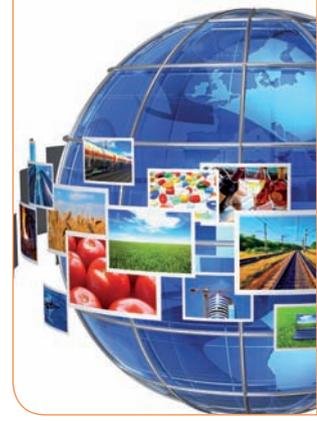
As part of the work carried out by ISO/IEC/JTC 1/SC 38, an expert from KT 182 participated in the work of Study Group Cloud Computing and Service Oriented Architecture, focusing on the aspects of cooperation and resource sharing between different cloud computing environments in the data and service layer, and also on the aspects of communication. As JTC 1 SC 38 intends to establish closer cooperation with JTC 1 SC 7 and JTC 1 SC 27, we are considering the appointment of an expert team within KT 182 to provide opinions on standardization deliverables on an ongoing basis at JTC 1 SC 38, or the appointment/spin-off from KT 182 of a new cloud computing committee.

The Interministerial Team for Digital Radio and Television Broadcasting plays a significant role in the radio and television digitalization process. Representatives of KT 11 and KT 103 members, as well as STI representatives representing PKN, are strongly involved in the work of the problem groups within that Team, cooperating on the development of a list of standards supporting the above mentioned subjects. Documents drawn up by the problem groups are useful in the preparation of governmental regulations concerning the complete switchover from analogue television to digital terrestrial television in Poland from the year 2013.

Under the Operational Programme Innovative Economy scheduled for the period from 2007 to 2013, a project is being implemented titled "Network of certified laboratories for the evaluation of energy efficiency and automation of buildings" – abbreviated to AutBudNet – which is one of the leading themes in the work of KT 173. An article on that subject was written and published in the *Wiadomości PKN. Normalizacja* monthly (October 2011), titled "Standardization and the AutBudNet project". KT 104 representatives participated in the conference Electromagnetic environment in mines, held on 20 September 2011 in Katowice and organized by the syndicate Research Centre for the Electromagnetic Environment in Mines. This subject is very significant and specific to the mine environment (personal safety, reliable operation of equipment) and poorly understood so far (no standards exist in this field).

A representative of the Military University of Technology in KT 104 attended an EMC conference in Tunisia, where the problems of absorption measurements in electromagnetic wave absorbing materials and the analysis of radiated emissions from contemporary IT equipment were presented – forming the basis for the new draft standards under development.

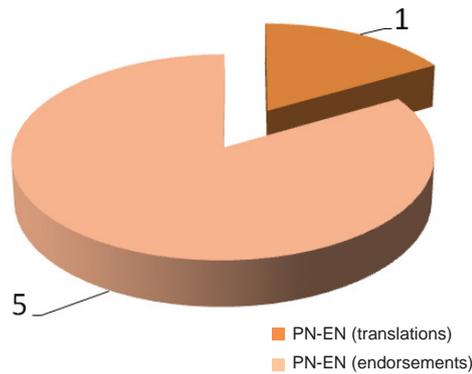
Representatives of KT 172 Personal Identification, Electronic Signature and Cards and their Related Systems and Operations attended the 4th Central European Electronic Card Conference in Warsaw, speaking about the development of innovative identification documents, e.g. "Electronic cards as a technical identity confirmation device in the light of European Standards".



Services Sector

Number of all standards and additional components to PNs published in 2011

Standardization documents	2011
PN-EN (endorsements)	5
PN-EN (translations)	1
Total (all documents)	6



Implementations of European Standards represent **100 %** of all published Polish Standards.

List of Technical Committees operating within the working area of this Sector:

KT number	Technical Committee concerning
259	Post
313	Pest control services

Directions of Changes in the Sector in 2011

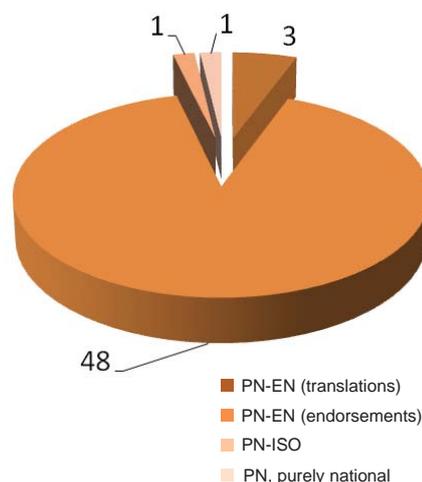
The appointment of the new Technical Committee KT 313 Pest Control Services (a mirror committee of CEN/TC 404 Services of pest management companies).

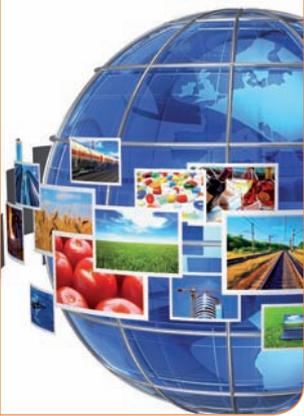
The following were also included in the working area of SUS: CEN/TC 409 Management and quality of services in Beautician Professional Enterprises, CEN/TC 412 Indoor sun exposure services, CEN/TC 414 Services of osteopaths and ISO/TC 267 Facilities management.

Basic Problems and Management Systems Sector

Number of all standards and additional components to PNs published in 2011

Standardization documents	2011
PN-EN (endorsements)	48
PN-EN (translations)	3
PN-ISO	1
PN, purely national	1
Total (all documents)	53





Implementations of European Standards represent **96.2 %** of all published Polish Standards.

List of Technical Committees operating within the working area of this Sector:

KT number	Technical Committee concerning
6	Management systems
7	Non-destructive testing
9	Dependability
10	Applications of statistical methods
49	Optics and optical instruments
51	Industrial measurements of non-electrical quantities
158	Safety of machinery and technical equipment and agronomics – general problems
204	Technical drawings and technical documentation
242	Information and documentation
243	Symbols and graphical signs
256	Principles and methods of terminology work
257	General metrology
270	Environmental management
276	Occupational safety and hygiene management
298	Geodesy
305	Social responsibility
311	Conservation of cultural property

Directions of Changes in the Sector in 2011

European Standards and International Standards, e.g. on conformity assessment and risk management, were translated on requests from various institutions. Work was carried out on much-awaited standards in this field: prPN-ISO 31000: Risk management – Principles and guidelines and prPKN-Guide 73: Risk management – Vocabulary.

A new Technical Committee was established, KT 311 Conservation of Cultural Property, which commenced, also on request, the translation of a series of European Standards on the conservation of cultural property developed by CEN/TC 346, on the basis of an agreement between PKN and the National Institute of Museology and Collections Protection.

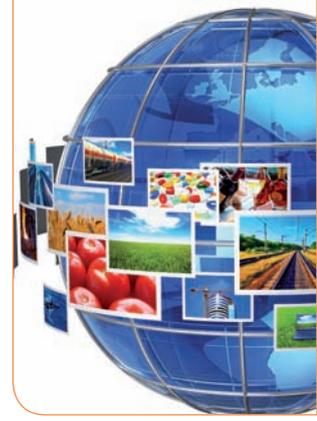
As regards PKN's own work, PN-N-18002 Health and safety management systems - General guidelines for risk assessment was revised.

Work was initiated, on request, on the adoption of the International Standard ISO 26000 Guidance on Social Responsibility.

The SZP sector was involved in the promotion of the PN-ISO 26000 standard in a joint promotional campaign of PKN and the Ministry of Economy.

An employee from that sector took part in the work of the Corporate Social Responsibility Team at the Ministry of Economy, as a PKN representative.

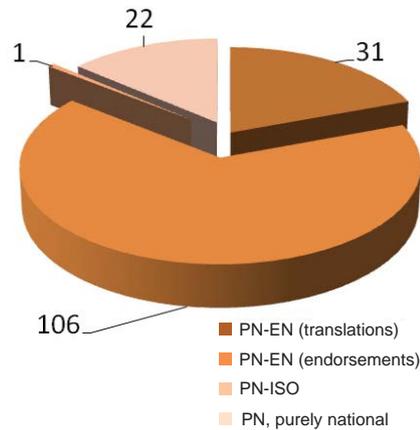
PKN explored whether there was interest in the work in the CEN/TC 403 area concerning aesthetic surgery services.



Health, Environment and Medicine Sector

Number of all standards and additional components to PNs published in 2011

Standardization documents	2011
PN-EN (endorsements)	106
PN-EN (translations)	31
PN-ISO	1
PN, purely national	22
Total (all documents)	160



Implementations of European Standards represent **85.6 %** of all published Polish Standards.

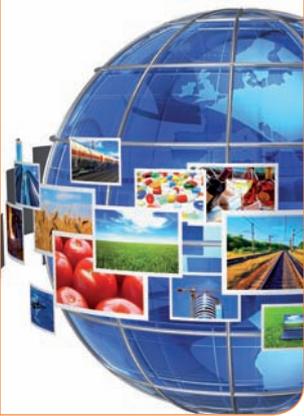
List of Technical Committees operating within the working area of this Sector:

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

Directions of Changes in the Sector in 2011

With respect to the translations of harmonized European Standards, several standards were developed, mostly relating to sterilization and personal protective equipment, e.g. standards on personal protective equipment concerned, inter alia: protective clothing (6 draft standards), leg protection (2 draft standards), screens for laser working places (1 draft standard).

Work was carried out and finalized on the much-awaited standard PN-EN 9612:2011 Acoustics – Determination of occupational noise exposure – Engineering method.



A series of own Polish Standards was developed on request (on the basis of an agreement between PKN and the Central Institute for Labour Protection – National Research Institute) concerning test methods for working conditions – in particular the test methods and measurements to determine the concentration of chemical agents in workplace atmospheres, which are a component of the system of setting hygiene norm values for chemical substances adopted in Poland. Such standards are required due to the absence of International and European Standards that would regulate those subjects.

Employees from that sector took part in the work of the following bodies as PKN representatives:

- Multi-Annual Programme Improvement of Work Safety and Working Conditions Coordination Team,
- Interministerial Commission for Occupational Exposure Limits,

PKN explored whether there was interest in the work in the CEN/TC 347 area concerning allergens.

Work relevant to the implementation of European Standards and European standardization deliverables represented 96.6% of work items scheduled for approval in 2011 and 96.8% of publications in 2011.

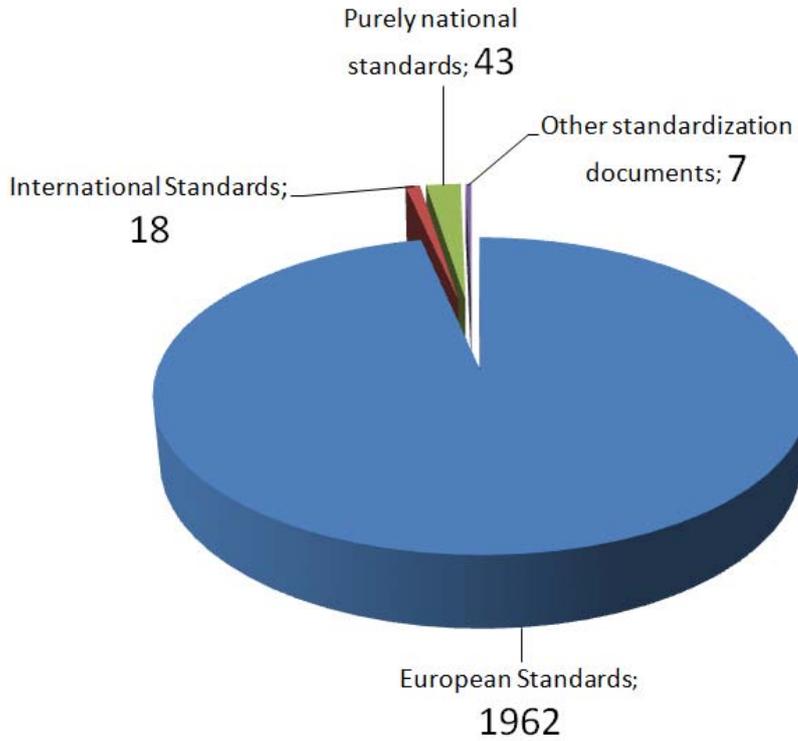
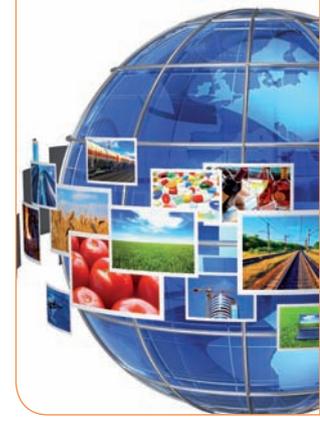
In 2011, a part of the work (31.5%) relating to the development of Polish Standards and Polish standardization deliverables in Polish language was financed as part of the work requested by stakeholders.

COLLECTIVE INFORMATION

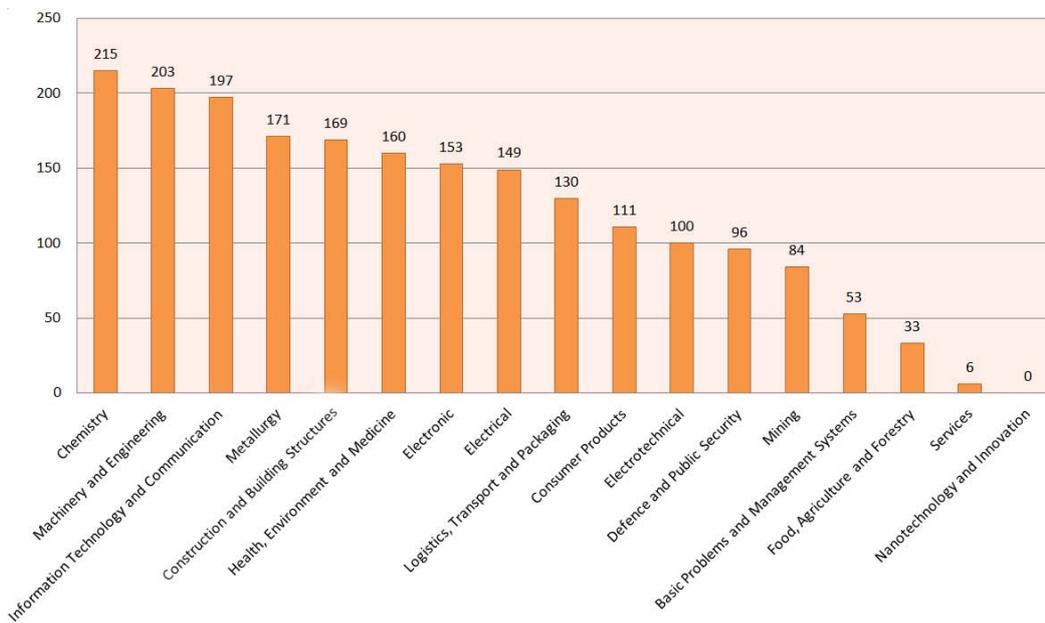
*Number of approved/published Polish Standards, additional elements, and Polish standardization documents, by subject, for 2011**

Subject	Number of approvals	Number of published documents
Construction and Building Structures	158	169
Chemistry	206	215
Electric	144	149
Electronic	146	153
Electrotechnical	100	100
Mining	83	84
Metallurgy	165	171
Information Technology and Communication	179	197
Logistics, Transport and Packaging	129	130
Machinery and Engineering	201	203
Nanotechnology and Innovation	0	0
Defence and Public Security	94	96
Consumer Products	110	111
Services	6	6
Basic Problems and Management Systems	54	53
Health, Environment and Medicine	154	160
Food, Agriculture and Forestry	32	33
Total	1961	2030

*Number of approvals provides an image of the work done by the KT and the Sector its cooperating with in 2011; the number of publications shows how many standards and other standardization documents provided to the users in 2011 (contains parts on standards/documents approved in 2010 and the standards and documents published in 2011 and approved in 2011).



Number of published Polish Standards, additional elements, and Polish standardization documents for 2011, by subject



WITHDRAWAL OF STANDARDS

1720 Polish Standards that were obsolete or in non-compliance with European Standards were withdrawn from the repository of Polish Standards without replacement, including 1310 Polish Standards out of 1317 Polish Standards scheduled for withdrawal as a result of a periodic review of own standards and standards implementing International Standards (in seven instances, KT changed their decisions in respect of the need to withdraw a standard upon the completion of the review).

EXTERNAL RELATIONS



EXTERNAL RELATIONS

INTERNATIONAL COOPERATION

The Polish Committee for Standardization cooperates with International and European Standards Organizations and coordinates the cooperation in the field of negotiating, signing and performing contracts and bilateral agreements with standards bodies from other countries.

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

- **Delegating experts to working groups developing draft standards**

Currently, 74 experts are involved in the work of 119 IEC working groups, 96 experts are involved in the work of 129 ISO working groups, 223 experts are involved in the work of 273 CEN working groups, and 16 experts are involved in the work of 17 CENELEC working groups. In total, stakeholder representatives participate in the work of 502 working groups.

- **Voting and expressing opinion on working documents**

In 2011, the number of documents on which PKN expressed its position was, respectively: 1054 - IEC; 2570 - ISO; 2375 - CEN; 762 - CENELEC and 59 - ETSI. In total: 6820 documents;

- **Attending meetings**

In 2011, delegates attended 62 meetings of working bodies of European and international standards organizations, including: 5 IEC meetings, 23 ISO meetings, 27 CEN meetings and 7 CENELEC meetings, as well as the meetings of their working groups and task groups.

Furthermore, PKN representatives participated in the work of joint groups established by European Standards Organizations: CEN-CLC/CA WG Membership, CEN-CLC/BTWG 211 Appropriate representation in technical bodies, CEN-CLC-ETSI/JWG Education about Standardization and CEN-CLC NBOP (New Business Opportunities).

PKN, being actively involved in the work of standards organizations, manages and supervises the management of secretariats of ISO and IEC technical committees (ISO/TC 98, ISO/TC 98/SC 2, ISO/TC 107/SC 7, ISO/TC 195, IEC/TC 27) and CENELEC reporting secretariats (CLC/SR 7, CLC/SR 27, CLC/SR 90).

In June 2011, the 7th CEN-CENELEC Annual Meeting was held in Krakow, which included meetings of Administrative Boards, General Assemblies of both organizations, and an open session with integrated approach to standardization, research and innovation as the central theme.



Activities connected with the membership of Poland in the European Union

Cooperation with the Committee on Standards and Technical Regulations continued in the part relating to standardization. Activities were coordinated aimed at preparing the position of Poland on the documents discussed during the meetings and consulted by correspondence. A PKN representative attended the meetings of the Committee and an enlarged meeting with participation of the representatives of national standards bodies.

Within the framework of the cooperation with the European Commission, a PKN representative participated in some meetings of the Senior Officials



Group for Standardization and Conformity Assessment (SOGS) at DG Enterprise and Industry.

PKN was actively involved in the work on the draft of Regulation on European Standardisation. The PKN position on the draft was formulated, and regular cooperation was maintained with the Polish representative in the Council Working Party on Technical Harmonization.

Bilateral and Multilateral Cooperation

In 2011, PKN pursued intense bilateral cooperation with standardization organizations from other countries.

As part of that bilateral cooperation, a number of agreements were signed providing the legal basis for the cooperation and exchange of information in the field of standardization:

- Cooperation Agreement between the Polish Committee for Standardization and the National Institute of Standardization and Metrology of the Republic of Moldova in the field of standardization.
- Memorandum of Understanding between the Polish Committee for Standardization and the Egyptian Organization for Standardization and Quality (EOS). Preliminary suggestions with respect to the performance of the agreement include, inter alia, support for the restructuring of the quality infrastructure system in Egypt, harmonization of own national standards of both countries, and training in New Approach as well as assistance in establishing cooperation with Polish certification bodies.
- Cooperation Agreement between the Polish Committee for Standardization and the State Committee on Standardization, Metrology and Patents of the Republic of Azerbaijan (AZSTAND) in the field of standardization.
- Annexes 3 and 4 to the agreement between the Polish Committee for Standardization and the Belarusian State Institute for Standardization and Certification (BelGISS) of 2009 concerning the granting of the right to use Polish Standards to BelGISS and the delivery of those standards in the form of files and selling them as hard copies.

The Baltic Standards Forum

To reinforce the regional dimension of the cooperation with PKN's standardization counterparts, its representatives participated in the annual meeting of standardization organizations of Baltic coastal states. Aside from PKN, the meeting was attended by organizations from Lithuania (LST), Latvia (LVS) and Estonia (EVS). During the conference, representatives of standardization bodies of the Baltic Coast shared their experience, presented their achievements and discussed important issues relating to the functioning of the European standardization system, in order to come up with a common position.

Cooperation with Eastern Partners

In 2011, the Polish Committee for Standardization was highly active in the cooperation with Poland's eastern partners. One of the many manifestations of this activity was the participation of a PKN representative in the meeting of the Trade Panel of the Eastern Partnership in Brussels in February 2011.

In May 2011, PKN representatives participated in the annual session of the Interstate Council for Standardization, Metrology and Certification (EASC) of the Commonwealth of Independent States (CIS) in Türkmenbaşy, Turkmenistan. During the meeting, the President of PKN had a speech in which he emphasized the weight attached by PKN to the popularization of the European voluntary standardization system among EASC member states which also participated in the Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine). In late November / early December of 2011, PKN representatives participated in another EASC meeting. It was the 40th, jubilee session, during which an agreement was signed on the cooperation in the field



of standardization between PKN and AZSTAND. Moreover, PKN representatives took part in bilateral discussions with representatives of standardization bodies from Belarus, Moldova, Kazakhstan, Kyrgyzstan, Russia and Uzbekistan.

The Polish Committee for Standardization took further steps to develop and broaden the bilateral cooperation with standardization organizations from Central Asian countries. Negotiations of the content of the Agreement on the cooperation in the field of standardization between the Polish Committee for Standardization and the Ministry of Economy and Antimonopoly Policy of the Kyrgyz Republic were finalized. The agreement is planned to be signed in 2012. In parallel, PKN management cooperated more closely with the Committee for Technical Regulation and Metrology under the Ministry of Industry and Trade of the Republic of Kazakhstan (KAZMEMST).

Cooperation with Central Authorities

PKN cooperated on a regular and ongoing basis with competent departments of Polish central authorities, in particular with the Ministry of the Economy, the Ministry of Foreign Affairs and the Central Office of Measures. Correspondence and information exchange between PKN and public administrations concerned the activities in the technical policy and standardization areas, the planned support programmes, as well as bilateral and multilateral cooperation.

Activities in Poland

As part of its promotion and information activities, the Polish Committee for Standardization organized promotional meetings in 2011, including the meeting titled "THE FUTURE OF STANDARDIZATION" to celebrate the Polish Standardization Day with Polish entrepreneurs and representatives of state authorities, under the auspices of Waldemar Pawlak, the Minister of Economy.

Furthermore, PKN representatives attended many events, such as the Warsaw Science Festival, the Central Electronic Card Warsaw Conference, and the 40th Jubilee National Non-Destructive Testing Conference.

Promotional materials were developed and published, inter alia, on the PKN website and in the monthly *Wiadomości PKN. Normalizacja*.

The *Wiadomości PKN. Normalizacja* Monthly

Starting from the issue 9/2011, the monthly magazine of the Polish Committee for Standardization has been published in the electronic format only, on the PKN website, and can be downloaded for free as a PDF file. Since the switch from the paper to electronic version, the so-called yellow pages have no longer been an integral part of the magazine, and they have become a separate PKN product.

The magazine has a few regular columns:

- PKN NEWS
- WORLD NEWS
- STANDARDIZATION WORK

Articles dedicated to the activities of PKN and standardization work in Poland, the EU and worldwide were published in the monthly.

Each issue contained technical articles, i.e. articles concerning the standardization of important economy sectors. What is noteworthy is a series of articles on public security, publications on energy efficiency and smart electrification.

Moreover, some articles presented newly published PKN standardization deliverables, and information was provided on new European Standards and International Standards.

Activities were carried out to promote the monthly, standards and training courses provided by PKN were advertised.



INFORMATION TECHNOLOGY



ANNUAL REPORT 2011

The e-Norma Portal at the Polish Committee for Standardization, Part II, scheduled for implementation in 2010 to 2013, consists of subprojects and System Integration. The project is implemented under the Operational Programme Innovative Economy, Priority Axis VII Information Society – Establishment of Electronic Administration. PKN is on the reserve list of beneficiaries. The project objectives are aligned with the National Development Strategy 2007-2015: Priority 1: Improvement of competitiveness and innovativeness of the economy – Activity: Development of information society.

In 2011, PKN completed the subproject **Resource Virtualization**, initiated in 2010. The virtualization of resources consisted in the processing of standardization resources. The subproject included designing an XML dialect, development of the technical infrastructure for virtualization, a data repository and the transformation of standardization resources into a structural full text database.

The subproject was implemented in three stages:

Stage 1 – Engineering – September 2010

Stage 2 – Pilot programme (processing of 15% of resources) – December 2010

Stage 3 – Implementation – June 2011.

In 2011, the implementation of the subproject **Polish Standardization Resource Portal** was continued. The subproject involved the design and implementation of a secure corporate portal to provide a platform for standardization work using electronic means of communication.

The implementation of the subproject was divided into 4 stages.

Stage 1 – Engineering – completed in November 2010

Stage 2 – Delivery of hardware and software – completed in February 2011

Stage 3 – System development and deployment – completed in November 2011

Stage 4 – Maintenance – scheduled for 2012 to 2013.

In 2011, the implementation of the subproject **Digital Selling System for Products and Services** was initiated. The objective of the subproject is to establish a platform that will meet the market expectations and facilitate the sale of PKN products and services.

The subproject was divided into 3 stages:

Stage 1 – Engineering

Stage 2 – Development and deployment

Stage 3 – Maintenance

In 2012, PKN is planning to initiate a subproject within the framework of the e-Norma Portal, titled Standardization Knowledge Management, including e-learning. The subproject is aligned with a strategic objective of PKN which is to reorganize the training system for standardization and related fields by creating the technical infrastructure to develop and share training courses using modern media technologies, both for commercial purposes and to promote standardization.

The completion of the subproject is scheduled for 2013.

The subproject is provisionally divided into 2 stages:

Stage 1 – Engineering – 2012

Stage 2 – Development and implementation – 2013.



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

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

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

Furthermore, the ICT infrastructure was developed and upgraded within the framework of IT projects (aside from the Portal).

In 2011, the IT Department prepared the necessary documentation to adjust the IT infrastructure, by implementing new security standards, to the implementation of an Information Security Management System conforming to PN-ISO/IEC 27001.

The level of resource availability and continuity in 2011 met the expectations at 96.71% (according to good IT practices, it should be at least 95%).





PKN PRODUCTS AND SERVICES

SALES OF STANDARDS, OTHER DELIVERABLES AND LICENCES

As part of its Educational Policy, upon the completion of ISMS audits, PKN issued second party certificates to 9 universities and signed agreements under which the universities obtain all Polish Standards free of charge and will introduce a STANDARDIZATION course into their curricula.

List of universities:

- Gdańsk University of Technology
- University of Warmia and Mazury
- University of Technology and Life Sciences in Bydgoszcz
- Kielce University of Technology
- Lublin University of Technology
- University of Zielona Góra
- West Pomeranian University of Technology
- Technical University of Radom
- AGH University of Science and Technology in Krakow

The promotion of sales of standards and standardization publications included:

- 5 banner ads on the PKN website
- At least one advertisement of standards in every issue of Wiadomości PKN.

Sales of Polish Standardization Deliverables (PN and PKN) in 2011 by sectors:

SECTOR	PN-EN	PN-ISO	Purely national	Others	Total (pcs.)
SBD	16 715	307	2 531	3 541	23 094
SCH	8 430	688	1 999	2 112	13 229
SEK	3 363	8	721	848	4 940
SEL	5 713	0	450	1 737	7 900
SET	3 632	16	2 419	1 947	8 014
SGR	2 267	225	1 214	941	4 647
SHT	15 360	203	1 036	2 559	19 158
SLT	4 067	481	1 886	1 331	7 765
SMC	9 402	785	1 363	2 364	13 914
SOB	1 929	60	577	425	2 991
SPU	4 707	143	709	484	6 043
SPZ	2 191	782	2 562	299	5 834
STI	3 456	1 783	158	1 307	6 704
SUS	50	9	23	144	226
SZP	13 143	1 871	1 776	2 362	19 152
SZŚ	6 725	1 249	1 546	647	10 167
Total	101 150	8 610	20 970	23 048	153 778

SALES OF SERVICES: STANDARDIZATION TRAINING, MARKING OF CONFORMITY TO THE POLISH STANDARDS AND SPECIALIST INFORMATION



Standardization training delivered in 2011

In 2011, 13 standardization training sessions were conducted, with a total of 168 participants.

The training sessions covered the following themes:

- Revision of the Act on construction products and discussion of the planned changes in EU legislation relating to the sector of construction products
- Introduction to risk management
- Introduction to standardization
- Risk analysis techniques
- Standards for steel products for the Polish Union of Steel Distributors – Katowice
- New legal requirements for construction products. The Factory Production Control System
- Accreditation of testing laboratories according to PN-EN ISO/IEC 17025:2005
- Practical use of standards
- ISO 9001 – return to the normal
- Introduction to standardization

PN and Keymark Certification

The Polish Committee for Standardization, being the holder of copyright to standards, is the only organization in Poland holding the right to award the PN Mark of Conformity with respect to all standards from the repository of Polish Standards. Other entities (authorized by the President of PKN) can only issue certificates with respect to the standards to which they are accredited.

- Certification Bodies holding the authorization from the President of PKN:
 - number as of 31 December 2011 – 3
- PN Certificates:
 - number as of 31 December 2011 – 2
- Keymark Certificates:
 - number as of 1 January 2011 – 3

An entity accredited to SDG-5 (COBRPIB Katowice) carried out control audits and all its three Keymark certificates of conformity remained valid.

Due to the low interest in the voluntary PN certificate of conformity and PN mark that had been observed for several years, customer perceptions were monitored. Three basic customer segments were distinguished: manufacturers, cooperating Product Certification Bodies and consumers. As a result of the analysis, key problems indicated by those entities were identified. They are:

- the cost and the possibility to carry out product testing, the complex procedures for application and for certification provided by PKN and through Product Certification Bodies;
- competition and lack of interest in the case of Product Certification Bodies;
- PN mark not recognized by consumers.

Following the analysis of consumer perception monitoring, activities were initiated and partially completed in 2011 to support the development



of PN conformity certification and awarding the right to use the PN Mark.

The following activities were completed by 31 December 2011:

- The rules of procedure of the Certification Board were drawn up and approved.
- The Certification Board was established.
- The PKN impartiality policy was developed.
- The procedure for certification services provided by PKN and through Product Certification Bodies was reviewed.
- The documentation necessary for PKN to provide certification services was prepared – a request for quote, a complex certification agreement, issue of PN certificates and supervision of issued certificates (the 3-in-1 agreement).

The PN Mark is an important feature of the voluntary system of product conformity assessment. It gives more confidence with respect to the product quality and provides a guarantee that both the product and its manufacturing process are periodically tested and controlled by an independent third party. Therefore, PN marking is seen as more reliable than a conformity declaration made by the manufacturer at its own responsibility.

System Certification – PKN as a Certification Body

In 2011, a manual and a programme were developed for PKN to carry out second party ISMS audits. Further to that, in pursue of the objectives of the Educational Policy, PKN signed ISMS second party audit agreements with eleven universities. The audits were successful and 9 universities obtained the Information Security Management System Certificate conforming to PN-ISO/IEC 27001 from PKN.

PUBLISHING ACTIVITIES

Non-Serial Publications of PKN

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

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

Polish Standards and Standardization Deliverables

Overall, the electronic repository of PNs and DNPs was expanded to include PDF versions of 2228 PNs/DNPs – for sale and for the purposes of standardization work, of which:

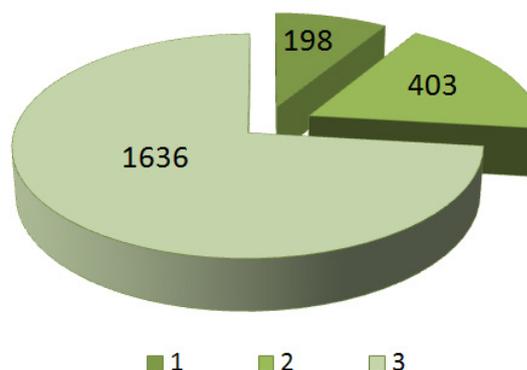
- 198 archive PNs from before 1997 were scanned and converted into PDF;
- 403 own and translated PNs/DNPs were typeset, proofread, published and converted to PDF files (of which 68 were approved in 2010, 333 were approved in 2011, and 2 NA to Eurocodes). One PN was left to be published in 2011 that was approved in December 2011;
- the following quality indicator was achieved: average publication time of own and translated PNs/DNPs in days from approval date to publication date – 15 calendar days;

- PDF files were prepared containing 1636 PNs/DNs implementing ENs in the original language through endorsement, of which 1627 were approved in 2011 and 9 archive standards were approved in 2002 to 2008;
- the following quality indicator was achieved: average time to make available PNs implementing ENs through endorsement in days from approval date to PDF availability date - 3 calendar days.



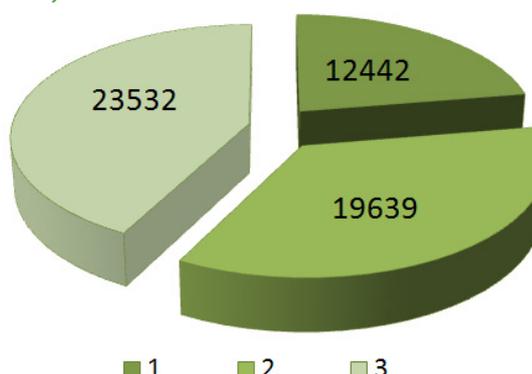
Growth of the repository of PNs and DNs in PDF format in 2011

Type of document	Number of PNs/DNs in PDF format
1 PNs published before 1997	198
2 PNs and DNs, both purely national and translated, published in 2011	403
3 PNs and DNs transposing ENs in their original language, by way of endorsement	1636
Total	2237



Repository of PNs and DNs in PDF format (as of 31.12.2011)

Type of document	Number of PNs/DNs in PDF format
1 PNs published before 1997	12 442
2 PNs and DNs, both purely national and translated, published between 1997- 2011	19 639
3 PNs and DNs transposing ENs in their original language, by way of endorsement	23 532
Total	55 613

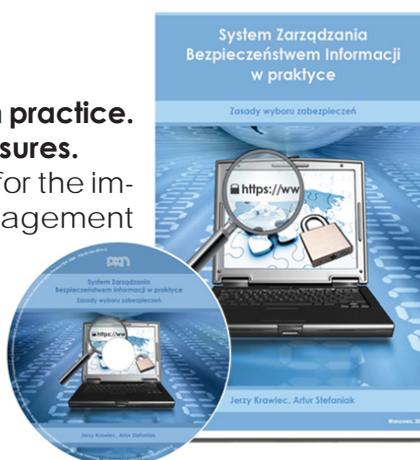


Other Non-Serial Publications of PKN

The following document was published to be disseminated as a hard copy and in an electronic format:

Information Security Management System in practice. Principles for the selection of security measures.

The document discusses the requirements for the implementation of Information Security Management Systems according to PN-ISO/IEC 27001.





Virtualization of PKN Resources

In 2011, the virtualization of PKN resources covered more than 1/4 of valid Polish Standards: the content of 8600 Polish Standards was converted into the xml format.

Those were translated and own Polish Standards published in the period from 2003 to 2011.

Staff Training

Training was delivered to PKN staff in the following formats:

- **Specialist training** (courses, conferences, seminars) organized by external providers – 85 employees were referred to 42 trainings.

- **Training organized by PKN**

11 courses were provided in 2011:

- Occupational Health and Safety;
- Training for new staff;
- Information Security Management System;
- Personal Data Protection;
- Protection of Confidential Information;
- Adobe InDesign. Introduction;
- SAP (Basis Area, FI Module, HR Payroll);
- Introduction to risk management;
- Terrorism, the threat of the 21st century. The system of management positions;
- The defence preparedness of the State and how to enhance it. States of emergency;
- Defence planning and programming.

A total of **739** participants attended the courses organized by PKN.

- **Foreign languages**

- English classes – in 2011, PKN employees continued to learn English. In Warsaw, the classes were provided by the POLANGLO language school. 63 people attended the course. In Łódź, 5 people continued individual language classes.
- Russian classes – in 2011, PKN employees in Warsaw started learning Russian. The course was provided by The Tower language school, and was attended by 8 people.

- **Subsidizing university education**

1 person obtained funding for university education.





FINANCE

FINANCIAL PERFORMANCE OF PKN

Execution of the financial plan

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

- The Act of 27 August 2009 on public finance (Journal of Laws № 157, item 1240, as amended) and its secondary legislation;
- The Regulation of the Minister of Finance of 5 July 2010 on special accounting policies and charts of accounts for state budgets, budgets of local governments, state budget-funded entities, self-governmental state budget-funded entities, state special-purpose funds and state budget-funded entities established outside the territory of the Republic of Poland (Journal of Laws № 128, item 861, as amended);
- The Regulation of the Minister of Finance of 2 March 2010 on the detailed classification of revenues, expenses, income, spendings and receipts from foreign sources (Journal of Laws № 38, item 207, as amended);
- Order of PKN № 1 of 3 January 2011 adopting the Financial Manual for the Polish Committee for Standardization;
- Order of the President № 50 of 14 September 2011 and Order of the President № 71 of 23 December 2011 adopting the accounting principles (policy) for the Polish Committee for Standardization.

In 2011, financial management was based on an annual Plan approved by the President of PKN. This plan includes budget expenses and revenues.

Budget Revenues

The revenue target for 2011 was accomplished in 78%, i.e. the revenue totalled PLN 9 567 000.

PKN obtains revenue from the following sources:

Amounts in thousands of PLN

Item No.	Specification	Implemen- -tation of the year 2010	Plan for 2011	Implemen- -tation of the year 2011
1	Revenues from the sales of Polish Standards and own publications of PKN (such as translations of ISO/IEC guides, commentaries to the standards, „Standardization” guide) and the informational activity of the PKN: specialized standardization informations service	11 251	12 200	9 375
2	Receipts from various profits	126	50	177
3	Sales of assets	23	5	6
4	Receipts earned from lease	63	10	9
Total		11 463	12 265	9 567

In 2011, PKN generated the revenue of PLN 9 567 000 which was 78% of the planned figure. The revenue was planned and generated within a single section: 750 - Public administration and single subsection: 75002 PKN.



The top item in the 2011 revenue structure was the sales of Polish Standards, own publications and information activities with a value of PLN 9 147 000. This figure included interest in the amount of PLN 23 000. Revenue from standards drawn up on request amounted to PLN 78 000, and from training provided to external customers PLN 108 000. The 2011 revenue was lower than planned by PLN 2 825 000 and lower than 2010 performance by PLN 1 876 000. This revenue item mostly depends on the interest of both Polish and international customers in Polish Standards.

Therefore, precise revenue planning for the financial year is impossible. The decline in the sales of standardization products in 2011 was due to the poor financial condition of PKN customers.

Miscellaneous revenue in 2011 was higher than planned by PLN 127 000 and exceeded the 2010 figure by PLN 51 000. This value included, inter alia: fees paid by foreign standards bodies for foreign standards sold to Polish customers and revenue from previous years.

Budget Expenses

The plan and execution of budget expenses are provided in Appendix 2. PKN is financed by:

- section 750 – Public administration, subsection 75002 - the Polish Committee for Standardization
- section 752 – State defence, subsection 75212 - Other defence expenses.

The planned budget expenses according to the Budget Act 2011 amounted to PLN 33 524 000.

Implementation of the expense plan in 2011 (in thousands of PLN)

Planned amount of expenses	Expenditures	Unused
33 524	32 536	988
100%	97%	3%

Investment expenses made in 2011 were lower by PLN 15 000 than the planned figure.

Current expenses made in 2011 were lower by PLN 973 000 than the planned figure.

The reason for which the current expenses were lower than planned is that the cost-cutting measures taken by the President of PKN were continued. The pricing policy for standards adopted in 2009 was followed, promoting the sale of electronic product versions. The costs of paper, operation and maintenance of printing equipment were lowered. Energy consumption was reduced. A system was used that registered every printing and copying operation. The cost of fixed-line and mobile telephones was analyzed on an ongoing basis. The number of magazine and trade literature subscriptions was again reduced. The amount of domestic travel was cut down by using teleconferencing equipment.

The President of PKN reallocated the planned expenses within his mandate pursuant to the Act of 27 August 2009 on public finance (Journal of Laws № 157, item 1240).

PKN does not grant any subsidies, is not involved in any multi-annual programmes and does not establish incentive funds.

SUMMARY



SUMMARY



ANNUAL REPORT 2011

In 2011, the Polish Committee for Standardization consistently implemented the objectives set out in the PKN Strategy 2009-2013. Its activity benefited all standardization stakeholders and enabled a faster response to the developments in the environment. Information security measures are particularly noteworthy. The first Information Security Management System certification audit of compliance with PN-ISO/IEC 27001:2007 was introduced at PKN. The objective of the audit was to assess the implementation and performance of ISMS in terms of conformity to PN-ISO/IEC 27001:2007 as well as the adequacy and effectiveness of the QMS, and to identify the areas for potential improvement. Furthermore, obligatory information security training was provided to PKN employees. The documentation of the Quality Management System (QMS) and the Financial Manual were also updated last year.

PKN was active at the national and international level. It disseminated knowledge and promoted standardization to various professional communities and social groups. On 7 and 8 June 2011, PKN organized the Annual Meeting CEN/CENELEC in Krakow, one of the most important events for European standardization. The meeting was attended by delegations from national standards bodies – members of the European Committee for Standardization (CEN) and European Committee for Electrotechnical Standardization (CENELEC), EU candidate states and those covered by the so-called European Neighbourhood Policy, as well as representatives of other European organizations, industry associations, the European Commission and the EFTA Secretariat.

Activities carried out in 2011 ensured, inter alia, the efficient functioning of PKN, improved quality and work performance, and reinforced the position of PKN on the international scene. The changes that took place last year provide a good foundation for the implementation of the desired objectives over the next years.

