Overview of the current policies and procedures for defence procurement, focused on standardization issues

1. Organization

a) In general terms, describe your country’s principal organization(s)/agencies responsible for procuring defence materiel.

Procurement of armament and military equipment is realized by organizations of Ministry of National Defence. The organizations’ tasks are established by the manual “Organizational Regulations of Ministry of National Defence” as well as budget centres of the second and the third level set up by the Minister of National Defence. Procurement of materials including Commercial of the Shelf is realized by the Military Property Agency. Ministry of Internal Affairs and Administration procures its assets by the police, the border guard and the fire guard.

b) Provide organizational charts of the respective organization(s)/agencies.

c) Describe how these organizations/agencies are integrated into / linked to the overall structure of your country’s Ministry of Defence.
The organizations specified at item a) are subordinated to Ministry of National Defence /Joint Services Commands (Armed Forces Components – Navy, Air Land). The Military Property Agency is the government organization controlled by Minister of National Defence.

d) In general terms describe the main features of your country’s acquisition/procurement policy.
Technical support provided to the Polish Armed Forces deployed to Stabilization Mission of Iraqi and peacekeeping missions of Middle East, Afghanistan and Balkans. Completion of bidding process and procurement decision of Multipurpose Jet, Armoured Infantry Fighting Vehicle (AIFV) and Anti-Tank Guided Missile (ATGM) Launcher for the Polish Armed Forces.

2. Types of Standards and Standard-like Specifications used for Armaments Projects/Procurement of Defence Materiel

a) Which types of standards and standard-like specifications (e.g. ISO, CEN, Mil Std, Def Stan, VG- Norm) are in use in your country for procurement of materiel and services required for the armed forces?
During the bidding process of equipment and maintenance for the Polish Armed Forces needs the following National Standards are used: PN (Polish Standard)), NATO and US standardization documents (STANAG, MIL-STD), departmental standardization documents like Defence Standards (NO), Defence Standardization Handbooks (PDNO). 

Remark:
PN (Polish Standards) includes PN-V (Polish Standards related to Defence).

b) Describe your country’s policy regarding the application of national (civil and military) standards/specifications.
During the procurement process of armament and military equipment the following have been used in below-mentioned order for requirements establishment relative to armament and military equipment procured: national standards, defence standards and in the event of its unavailability – International and European Standards.

c) Describe your country’s policy regarding the application of international standards/specifications (civil and military such as ISO,EN, STANAGs etc).
Standards of ISO, IEC, EN have been implemented to the Polish Standards as PN-ISO, PN-IEC, PN-EN. NATO standardization documents: STANAG, AP have been implemented to the defence standardization documents as Polish Standards related to Defence (PN-V), Defence Standards (NO) and Defence Standardization Handbooks (PDNO). Depending on the needs implementation is full or partial. Implementation of the above mentioned documents is a priority of the national (EN, ISO) and defence (STANAG, AP, MIL-STD) standardization activity at the moment.

d) Are the standards/specifications generally performance/functionally based or are detailed standards/specifications used?
There is electronic database of the standardization documents like as PN (PN-V) used in procurement process. There is no electronic database of the standardization documents like as NO and PDNO. Every acquirer of armament and military equipment according to it’s responsibility and subject of purchase holds a set of essential standardization documents.

e) Are the standards/specifications generic or are they specific to an environment (Land, Sea, Air) or specific to particular projects/equipment?
There are generic and specific standards for (Land, Sea and Air) environment. If the
generic standard addresses the requirements of the environment (the parameters /
characteristic may be the same for different environments) specific standards would
not be developed.

f) Are military standards/specifications restricted to MoD contracts/work or are they
available for industry to use on non MoD contracts?

Military standards and specifications are available for different institutions and
organizations during procurement process of military equipment for example to the
Police, Civil Defence, Border Guard, Fire Guard and other paramilitary organizations.

3. Selection of Standards for the purpose of Defence Materiel procurement

a) Is there a hierarchy/priority in effect in your country for the application of standards for
armaments projects/procurement of defence materiel?
Yes there is. The hierarchy is: PN-V (Polish Standards related to Defence), NO
(Defence Standards), PDNO (Defence Standardization Handbooks),

b) Who decides which standards/specifications are to be selected for armaments
projects/procurement of defence materiel?
The acquirer of armament and military equipment is responsible for selection of
standards establishing requirements for procurement.

c) Who provides support to project managers in the selection of standards/
specifications?
Department of Armament Policy in the R&D projects and acquirers of armament and
military equipment in the other projects decide on selection of standards.
The support is also provided by:
- Technical Committee No. 176 for Military Technology and Supply,
- Technical Committee No. 177 for Design and Manufacturing of Armament and
Military Equipment.

d) Are there any standards mandatory for all or for particular armaments projects or types
of defence materiel?
Yes, there are. The standards called principal standards relative to testing for example
environmental, reliability, climatic.

e) Is there a documented process for selecting and specifying which standards should be
used in acquisition contracts?
No, there isn’t that kind of procedure. A selection of standards establishing
requirements is performed by acquirers base on their knowledge and experience,
analyse of NATO documents establishing requirements, which are not implemented to
PN-V, NO and PDNO.

f) May standards be modified/tailored for certain applications or must they be invoked in
their entirety?
It is possible under certain conditions. This relates to PN-V standards.
During requirement establishment process NO and PDNO cannot be modified /
tailored. NO and PDNO have been approved by Ministry of National Defence as
obligatory therefore NO and PDNO must by incorporated to the quotations/ technical
specifications / contracts during requirement establishment process.

g) If standards conflict, how is this resolved?
In such event a meeting of project interested parties is organized and requirements are coordinated / negotiated. Conflicted standards are withdrawn.

h) For standards (civil and military) that have to be purchased, are they bought/supplied centrally by your country’s MoD or is it delegated?
Standards like PN (PN-V) are bought/supplied centrally by Polish Committee for Standardization (PKN).
Standard such as NO and PDNO are delivered to the institutions of MoD free of charge according to a regular distribution index, directly from a printing facility. Other institutions receive the documents based on an order delegated to the Military Center for Standardization, Quality Assurance and Codification (WCNJiK) and have to pay for it.

Questionnaire B

„Overview of the current national policies, procedures for standards and standard-like specifications used in defence procurement”.

1. Organisation
a) Describe the organisation responsible for your country’s military standards/specifications policy and how this organisation is integrated into/linked to the overall structure of your country’s Ministry of Defence.
According to Polish Act of Standardization the following organizations are responsible for military standards/specification: Polish Committee for Standardization, Minister of Defense and Minister of Home Affairs. PKN has signed a special agreement with MoD concerning cooperation in the area of defense standardization.

The Military Centre for Standardization Quality Assurance and Codification (WCNJiK) in Polish MoD is the institution responsible for organisation and coordination of defence standardization activities. WCNJiK is subordinated to the Secretary of State 1st Deputy the Ministry of National Defence, who is National Armament Director NAD.

b) Provide some details on the organization, e.g.:
Polish Committee for Standardization (PKN) organization:

STANDARDIZATION SYSTEM

STANDARDIZATION COUNCIL

POLISH COMMITTEE FOR STANDARDIZATION

President

Vice-president

Vice-president

TECHNICAL COMMITTEES

WORKING GROUPS - EXPERTS
From strictly legal point of view for defense standardization is responsible Defense Affairs Department:
Personnel resources: 5
Budget: ca 40 thousand EUR/year
Address: ul. Swietokrzyska 14, 00-050 Warszawa, Poland
Point of contact: Jerzy Krawiec, tel. (0 48 22) 5567 601, e-mail: jerzy.krawiec@pkn.pl

The Military Centre for Standardization Quality Assurance and Codification (WCNJiK) organization

- Permanent employment: 90
- Budget: 2,500,000,00 PLN
- Address: Poland, 00-909 Warszawa, Marshal J. Piłsudski Square No 4
- Director: Marian PŁAWIAK
- Representative responsible for contacts: W. Klimczak, tel. +48 22 6879 253, fax +48 22 6873 473, e-mail: wcnjk@wp.mil.pl
- Internet page: http://www.wcnjk.wp.mil.pl

c) Is the organisation also responsible for tasks other than national military standards/specifications? (E.g. International Standardization; STANAG, Codification, Quality Assurance etc.)
PKN is also responsible for civil standards/specifications.
WCNJiK haven’t been participated in international standardization up to now. WCNJiK has in it’s library a collection of NATO standardization documents (STANAG, AP), distribute the documents and coordinates ratification and implementation process through out the Polish Armed Forces. WCNJiK organises and coordinates activity of testing, certification and conformity assessment of defence products as well as identification, classification and codification of defence products. Furthermore, the representatives of WCNJiK and other MoD bodies and Joint Services Commands participate in activities of NATO standardization working groups developing standardization documents.

d) Is there a process to increase the scope of national civil standards by adding specific defence material requirements into the standard?
One of the areas of national civil standards (PN) is Polish Standards related to Defence (PN-V).

e) Describe the relationship of the organisation with other civil and military Standards Agencies
PKN is a member of CEN, CENELEC, ISO, IEC and cooperates with AFNOR, DIN, ON.
WCNJiK cooperates with MoD bodies like Joint Services Commands and General Staff of the Polish Armed Forces realizing defence standardization tasks as well as with Defence Affairs Department of PKN, responsible for defence standardization. Defence Affairs Department of PKN employs officers delegated by Minister of Defence. The standardization bodies cooperate and work as independent organizations possessing equal rights in national defence standardization process. The institution coordinating standardization activities and developing an annual report to the Ministry of National Defence is WCNJiK.

f) How is civil and military standardization linked in your country?
PKN’s Technical Committees work is contributed by representatives of MoD who represent MoD’s approach in civilian or military-civilian standardization works. Among 271 Technical Committees of PKN there are the two realizing tasks in ”military – defence” area: Technical Committee No 176 responsible for military technology and supplies and Technical Committee No 177 responsible for design and production of armament and military equipment.

g) Does your government subsidize or sponsor the civil standardization efforts of civil standardization organisations?
Yes, it does. Especially the efforts of implementing European and International Standards to Polish Standards. Development of Polish Standards (PN) is financed by PKN. The approved internal / domestic projects are financed by sponsors or organizations proposing standardization subject.

2. Preparation, Issue and implementation of standards and standard-like specifications

a) How and by whom is the need for a new standard/specification identified?
The need may be proposed by all users of standardization documents (institutions). The request addressing the need is submitted by development of the standardization proposal document which identifies the subject of PN-V, NO and PDNO.

b) Describe the processes and the responsibilities for the establishment of military standards/specifications in your country.
There are 2 types of Polish defence standards/standards like documents:
- Polish Standards related to Defence (PN-V) – approved by PKN;
- Defence standards (NO) – approved by MoD;
Defence Standardization Handbooks (PDNO) – approved by MoD. Each of the above mentioned standards can be implementation (with modification) of MIL (USA) or STANAG (NATO).

The rules and procedures of elaborating and preparing PN-V, NO and PDNO for approval are defined in the Standardization Projects Rules of PKN and MoD. These rules define procedures to be followed during preparation of the documents including obligatory procedural activities: coordination through appropriate questionnaires, editorial control, acceptation and sending it by Technical Committee for approval to President of PKN and Minister of National Defence.

(i) How are international standardization agreements (e.g. NATO STANAGs) accounted for in military standards/specifications?

Standardization NATO Agreements (e.g. STANAG), Allied Publications (AP) are implemented into PN-V, NO or PDNO with modifications.

(d) Which civil and/or military bodies are involved in the processes?

In standards developing process the following participants are involved: Joint Services Commands, General Staff of the Polish Armed Forces, organizations subordinated to MoD, defence industry, science institutes (civilian and military) and civilian institutions providing services for MoD.

(e) How is industry’s expertise taken into account during the development of military standards/specifications?

Industry representatives expertise is taken into consideration during development of standardization documents. Every notice is taken into consideration by appropriate Technical Committee and when it is correct the decisions are incorporated into the draft of standardization document.

(f) How and by whom is a new military standard/specification funded?

Development of new PN-V is financed by PKN. NO and PDNO is financed by MoD.

(g) How and by whom is the maintenance of the stock of existing military standards/specifications funded?

PN-V is retained by PKN. NO and PDNO are retained by WCNJiK the organization funded by MoD. The other, than Defence Standards (NO) and Defence Standardization Handbook (PDNO), standardization documents are funded by MoD, precisely by the organization implementing these documents which are also funded by MoD.

(h) Who has intellectual proprietary rights of your country’s standards/specifications?

PKN has intellectual proprietary rights to PN-V. Minister of National Defence has intellectual proprietary rights to NO and PDNO.

3. Sources of standards

(a) Which databases exist for the different types of your country’s military standards/specifications?

PKN has a database of all PN standards (including PN-V). There are no full text collections of NO and PDNO, however the indexes of documents published by different authorized MoD’s institutions are available.

(b) Are these databases accessible via a web site?

In case of PKN database is accessible via website. There is no online access to Defence Standards.
c) Who maintains these databases?
PKN maintains this database. The indexes are maintained by authorized MoD’s institutions, which published the documents.

d) What fields/data elements are used in the database (e.g. is it only the title of the standards, or title with date and version, or perhaps also the full text)?
The following fields are used in PKN database: title, national classification number, ISC classification number, TC’ number, number of pages, price.
In case of MoD the indexes of standardization documents provide information: number, title and date of document promulgation.

e) Are the full-text documents of the standards/specifications accessible through these databases?
No, they aren’t accessible.

f) Do these databases also include classified information/documents?
There is no classified standardization documents in PKN database.
In MoD the indexes also include classified information/documents. The data provided by the index is not classified.

g) How is access to classified information/documents provided for?
Access to classified information / documents is ensured by the Secured Offices of authorized institutions, which have Security Certificate issued by authorized for this purpose state institution.

h) Who has access to these databases?
Access to classified standardization documents is given to employees of institutions which need the documents to realize duty tasks. The employees are required to have Security Certificates authorizing access to defined classified documents. Security Certificates are issued by authorized state institutions Military Information Service (WSI) and Internal Security Agency (ABW).

i) Are external users (e.g. industry) of these databases and the related documents charged for their use if yes: What are the fees?
The external users do not pay for use of PKN database. They pay for full text of standards. Fees depend on number of pages.
MoD: Access to the index as well as to standardization documents at the place of it’s storage is free of charge. External users of standardization documents (e.g. industry) have to pay for paper copies of standardization documents. The price depends on quantity of document’s pages and is established by the publisher. The price of NO or PDNO is established by the WCNJiK.

j) Is it possible to order hardcopies of military standards/specifications. If yes: How are the standards/specifications ordered and what are the prices for these documents?
PKN: Yes, by phone or electronically. The prices depend on the number of pages.
MoD: Hardcopies of military standards/specifications can be ordered. The applicant is obliged to send an writing order to the publishing institution’s address. The price depends on quantity of document’s pages and is established by the publisher.
4. Distribution and use of military Standards/specifications

a) How is information about new/amended/cancelled military standards/specifications internally and externally distributed?
   PKN: It is published in a monthly NORMALIZACJA, in a catalogue of standards (KATALOG POLSKICH NORM), on the website.
   MoD: New edition of document is provided to all MoD users having an earlier version of the document. Non-MoD authorized users receive the document based on approved order which is send to the WCNJiK.

b) Are military standards/specifications routinely checked for necessary revisions?
   Yes, they are. NO and PDNO are revised every five years starting from promulgation date or in the event of publication of new edition of the source document, which was the base of the standard preparation.

c) Are military standards/specifications routinely translated into other languages?
   No, only abstracts are translated into English.

d) Are military standards/specifications available electronically?
   PN-V are available electronically. WCNJiK hold electronic format of NO and PDNO.

e) Is there a monitoring process to establish which standards are being used for particular projects or types of defence materiel?
   Yes, but only to PN-V.
   The monitoring process of NO and PDNO is not implemented.

f) Is there a “help desk” to aid/support users of standards If yes: What are the conditions to use the help desk (internal/external users)?
   Yes, there is “help desk”, on the website. It is available to all users.
   Information is also accessible by telephone. Access to standardization documents is provided after earlier settlement of the date and subject of interest.