

## GENERAL NOTES

1. Data contained in the Statistical Bulletin are presented in accordance with the **Polish Classification of Activities (PKD)**, compiled on the basis of a publication of the Statistical Office of the European Communities EUROSTAT - „Nomenclature des Activités de Communauté Européenne - NACE rev. 1.1”. PKD was introduced on 1 May, 2004 by the decree of Council of Ministers regarding the Polish Classification of Activities, dated 20 January, 2004 (Journal of Laws No. 33, item 289) to replace the formerly applied PKD that had been effective as from 1 January, 1998.

Introduction of this classification, instead of PKD, binding until 30 April 2004 does not influence the data presented in the publication until now.

Statistical data are presented in accordance with NACE as arranged by sections, divisions and, in certain cases, groups.

2. Presented data cover units of the national economy regardless of ownership, that is, included in the public and private sectors. The public sector includes units of state ownership, units of territorial self — government administration ownership and ”mixed” ownership with a public sector unit capital majority. The private sector includes unit of private domestic ownership (among others: companies, cooperatives, natural persons conducting economic activities, social organizations, associations, foundations), private foreign ownership (among others: foreign enterprises branches, foreign representatives, partnerships with exclusive foreign capital share) and ”mixed” ownership with a private sector unit capital majority or lack of sectors majority in unit capital.

3. Data are compiled according to the respective organizational status of units of the national economy.

4. The term **entities of the national economy** is understood as legal entities, i.e.: legal persons, organizational entities without legal personality as well as natural persons conducting economic activity.

5. The term **economic entities** is understood as entities conducting economic activity, i.e., production and service activity on their own-account in order to earn a profit.

6. In the Statistical Bulletin, **monthly and quarterly data** in regard to:

1) employees, employment as well as wages and salaries concern entities of the national economy which employ more than 9 persons; data do not include persons employed abroad (excluding employees) or in social and political organizations, trade unions, etc.

In quarterly periods only average monthly total wages and salaries include complete statistical population;

2) financial results of non-financial enterprises cover economic units keeping accounting ledgers and which are obligated to prepare quarterly reports on revenues, costs and the financial result — F-01/I-01 (with the exception of units in which the principal activity is classified as ”Agriculture, hunting and forestry”, ”Fishing” and ”Financial intermediation” according to the NACE), in which the number of employees exceeds 49 persons;

3) investment outlays and newly started investments refer to economic entities keeping accounting ledgers, irrespective of kind of activities, in which the number of employees exceeds 49 persons;

4) procurement of agricultural products:

– for monthly periods concerns data reported on the quantity of procurement by legal persons and independent organizational entities without legal personality,

– for semi-annual periods (with a one month delay) data include revisions resulting from reports for the semi-annual periods and also include procurement by natural persons when its value exceeds 10 thous. zł.

Indices are compiled in comparable conditions on the basis of data reported; after half-year periods — with the correction revisions from reporting half-year system;

- 5) industrial new orders – concern economic entities in which the number of employees exceeds 49 and 10% of representation of entities with the number of employees within the range from 10 to 49;
- 6) sold production of industry and of assembly-construction, and wholesale and retail sale of goods cover those economic units, in which the number of employees exceeds 9 persons;
- 7) production of products and stocks of products refer to entities — producers of industrial products (all kinds of activities refer to those units), in which the number of employees exceeds 49 persons;
- 8) deliveries of goods for domestic supply – within the scope of production and stock of products - cover economic units (in all kinds of activities), in which the number of employees exceeds 49 persons;
- 9) transport of goods and passengers includes transport services rendered by transport enterprises, in which the number of employees exceeds 9 persons;
- 10) goods loaded and unloaded in commercial seaports covers sea and intradomestic transshipment accomplished by all units, operating at commercial seaports.

**7. Annual data** in the Statistical Bulletin are presented:

- 1) in comparable conditions with monthly and quarterly data, nevertheless grand totals of selected monthly and quarterly data may differ from data on an accrued base; annual data presented in the second half of the year (corrected data) may differ in the subject scope in comparison with monthly data for this year;
- 2) in selected tables — in addition — for complete statistical population in relation to subjects, that is, covering all units, regardless the number of employees as well as in relation to objects;
- 3) in tables referring to procurement of agricultural products (table 43) and production of products (table 47) annual data are revised in the second half year by the results including:
  - in the case of procurement, in addition, natural persons conducting procurement (see item 6.4 of general notes),
  - in the case of production of products, in addition, producers of industrial products, in which the number of employees exceeds 9 persons and not higher than 49 persons. Indices are calculated in comparable conditions on the basis data from reporting of monthly system.

**8.** The category — enterprise sector — used in the Bulletin, indicates those units which carry out economic activities in the following areas: forestry, logging and related service activities; sea fishing; mining, quarrying; manufacturing; electricity, gas and water supply; construction; wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods; hotels and restaurants; transport, storage and communication; real estate activities, renting of machinery and equipment without operator and of personal and household goods, computer and

related activities, other business activities ; collection and treatment of sewage and of other waste, sanitation, remediation and similar activities; recreational, cultural and sporting activities and other service activities.

**9.** The category — industry — used in the Bulletin, refers to the NACE (rev. 1) sections: "Mining and quarrying", "Manufacturing" and "Electricity, gas and water supply".

10. The value of production and volume indices, if not indicated otherwise, are not seasonally adjusted.

11. Ratios of production and turnover in retail trade seasonally adjusted using the TRAMO/SEATS method, contain the trend and irregular component. Seasonal adjustment consists in elimination of the calendar variability effect and the variability of working days (changes of working time in succeeding months) and seasonality effect (annual, regular deviations trend, observed in annual cycle).

12. In the tables — unless otherwise stated — data in terms of value and structural indicators are presented at current prices and indices, on the basis of value at constant prices. As constant prices in 2000 — 1995 constant prices (1995 average current prices), since 2001 — 2000 constant prices (2000 average current prices) excluding foreign trade turnover in the case of which, beginning from 1993 as well as investment expenditures since 1996 as constant prices, current prices were used from the year preceding the surveyed year.

13. In the case of methodological changes and changes in the system of constant prices, indices are calculated using the chain-base index method.

14. Data by the NACE section, division and group and by voivodship are compiled following the enterprise method.

15. Some figures are provisional and may be subject to revision in next editions of the Statistical Bulletin. Such revised data will be marked with sign “\* “.

16. Due to electronic data processing technology, in selected cases the grand totals for voivodships or for lower NACE classification level, due to number roundings, may differ from the figure ”Poland — total” or ”total” at higher NACE classification levels.

17. Relative numbers (indices, percentages) are calculated, as a rule, on the basis of absolute data expressed with higher precision than that presented in tables.

18. In tables presenting monthly data on the side, when such data are not available, quarterly data are shown in the line of the month ending a given quarter.

19. Products and goods are grouped in accordance with the Polish Classification of Products and Services (PKWiU), introduced on 1 May, 2004 by the decree of Council of Ministers, dated 6 April, 2004 (Journal of Laws No. 89, item 844). PKWiU was compiled on the basis of the following international classifications and nomenclatures: „Nomenclature des Activités de Communauté Européenne – NACE, rev. 1.1”, „Classification of Products by Activity – CPA” and „Products of the Community - PRODCOM”.

20. In regard to NACE and the Polish Classification of Products and Services (PKWiU), abbreviations are used in the Statistical Bulletin which are marked in the tables with the sign “Δ”. The abbreviations and their complete names are given below:

<b>abbreviation</b>	<b>sections of the NACE</b>	<b>complete name</b>
trade and repair		wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods
x		real estate, renting and business activities
x		public administration and defence; compulsory social security

**abbreviation  
divisions of the NACE**

**complete name**

manufacture of wearing apparel and furriery	manufacture of wearing apparel; dressing and dyeing of fur
processing of leather and manufacture of leather products	tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness and footwear
manufacture of wood and wood, straw and wicker products	manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
manufacture of pulp and paper	manufacture of pulp, paper and paper products
manufacture of coke, refined petroleum products	manufacture of coke, refined petroleum products and nuclear fuel
manufacture of metal products	manufacture of fabricated metal products, except machinery and equipment
x	manufacture of machinery and equipments n.e.c.
x	manufacture of electrical machinery and apparatus n.e.c.
x	manufacture of furniture; manufacturing n.e.c.
x	sale, maintenance and repair of motor vehicles and motorcycles; retail of automotive fuel
wholesale and commission trade	wholesale trade and commission trade, except of motor vehicles and motorcycles
retail trade; repair of personal and household goods	retail trade, except of motor vehicles and motorcycles; repair of personal and household goods
auxiliary transport activities; tourism organization	supporting and auxiliary transport activities; activities of travel agencies

**the NACE groups**

building of constructions; civil engineering	building of complete construction or parts thereof; civil engineering
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**products**

margarine and spreads	margarine and reduced and low fat spreads, excluding liquid margarine
milk	processed liquid milk
butter	butter and other fats from milk

tea	tea in packings of a content not exceeding 3 kg
fruit wines	fermented beverages excluding grape must and mead
particle board	particle board and similar board of wood or other wood-derived materials
fibreboards	fibreboards of wood or other wood-derived materials
chemical wood pulp	sulphate or soda chemical wood pulp other than for dissolving grades
coke	coke and semi-coke obtained, from coal, lignite or peat; retort carbon
polyvinyl chloride	polyvinyl chloride not mixed with any other substances, in primary forms
metallurgic aluminium	unwrought metallurgic aluminium, technically pure
zinc	zinc technically pure
refined copper	cathodes and part of cathodes of refined copper
automatic washing machines	fully-automatic washing machines (including machines which both wash and dry)
vacuum cleaners	household vacuum cleaners
food grinders, mixers and juice extractors	domestic food grinders, mixers and fruit or vegetable juice extractors, with a self-contained electric motor
lead (acid) accumulators	lead-acid accumulators lead (acid) used for starting piston engines
TV receivers	television receivers (including monitors)
passenger cars	passenger cars general purpose

21. Broader information and detailed methodological description are published in methodological volumes and branch statistical publications of the Central Statistical Office.

## SYMBOLS

- (—) – magnitude zero
- (0) – magnitude not zero, but less than 0,5 of unit.
- (0,0) – magnitude not zero, but less than 0,05 of unit.
- (.) – data not available or not reliable.
- x – not applicable.
- \* – data revised.
- Δ – categories of applied classification are presented in abbreviated form.
- – data (indices) is not comparable with data for earlier periods
- ⌊ — – term „of which”; indicates that not all elements of sum are given
- A – corresponding period of previous year = 100
- B previous period = 100.
- C December of previous year = 100.
- I – monthly average of 2000 = 100.