

# Guidebook

# GUS 2017

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## Dears Readers,

The most important task of official statistics is reliable, objective and systematic informing of the society, state and public administration institutions, business entities on economic, demographic, social and natural environment situation. Official statistics deliver credible, reliable, independent high-quality statistical information prepared according to the principles of objectivity and confidentiality.

By describing the role which official statistics play to users of statistical information, we would like to introduce **THE GUIDEBOOK** to you to facilitate:

- finding out about legal grounds, tasks and informational resources of official statistics,
- making use of data sets and statistical publications,
- using information portal of the Central Statistical Office (CSO) and regional statistical offices,
- learning from web databases and information resources of official statistics,
- becoming familiar with the scope and forms of services offered by the CSO.

In **THE GUIDEBOOK** you will find useful addresses and phone numbers to directly contact the CSO and statistical offices, opening hours of institutions offering assistance in obtaining sought information.

We encourage you to use our services and ever growing informational resources of statistics.

Information Department

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# Official statistics

The legal basis of the official statistics activity is the Act of 29 June 1995 on official statistics (Journal of Laws of 2016 item 1068).

Official statistics shall provide

- reliable,
- objective
- and systematic

information for the society, the state and public administration bodies and economic entities on the economic, demographic and social as well as the environment situation.

Official statistics services shall consist of the President of the Central Statistical Office (GUS), directors of statistical offices subordinate to him, units supervised by him established under the Act of 27 August 2009 on Public Finance (Journal of Laws of 2013, item 885, as amended), as well as units of official statistics services established by the President of the CSO.

## **The responsibilities of the President of the Central Statistical Office shall include:**

- recognising the demand for information and analyses, coordinating activities and preparing a draft programme of statistical and presenting it to the Statistical Council, acting by the President of the Council of Ministers,
- organising and conducting statistical surveys and determining their methodology,



Official statistics is a system of collecting statistical data, gathering, storing and generalising the collected data and announcing, providing and disseminating the results of statistical surveys as the official statistical data

- collection, gathering and handling statistical data and their analysis,
- the annual preparation and publication of the National Health Accounts in the "Monitor Polski", Official Journal of the Republic of Poland,
- conducting censuses,
- statistical data storing,
- developing standard classifications, nomenclatures and definitions of basic categories, mutual relations between them and their interpretation,
- making available and disseminating statistical information, including major figures and indicators,
- preparing and announcing demographic forecasts and statistical economic and social forecasts,
- presenting to the President, the Parliament (Sejm and Senate), State administration agencies, the Supreme Audit Office (NIK), the National Bank of Poland, units of local authorities and other governmental institutions, statistical information in the scope, dates and forms specified in the programme of statistical surveys,
- maintaining national official registers: business entities of the national economy and the register of the territorial division of the country,
- conducting statistical surveys and analyses resulting from the international obligations undertaken by the Republic of Poland,
- conducting statistical international comparisons and announcing their results,
- satisfying the obligation to submit statistical data to international organisations undertaken by the Republic of Poland,
- co-operation with the international and regional organisations specialising in statistics, as well as the agencies and offices of other countries,

- conducting research and development activities in the field of the methodology of statistical surveys, classification standards and the application of mathematical and computing methods in statistics,
- conducting training courses and upgrading knowledge in the field of statistics,
- promoting knowledge about statistics.

Tasks assigned in such a way may be implemented as a result of broad and diverse personal and material scope of data collected by the system of official statistics, particularly due to the possibility of acquiring information from other informational systems of the state, i.e. from the data collected and gathered by government administration bodies and local government units, other government institutions and the National Bank of Poland as well as from official registers.

### **Final statistical information are:**

- accessible within the framework of the electronic platform of making available final statistical information and other information resources run by the President of the Central Statistical Office available at: <http://stat.gov.pl/en>,
- published in publications of the Central Statistical Office and statistical offices, including statistical yearbooks, as well as other bodies, agencies and entities conducting statistical surveys,
- promulgated in official journals if a specific provision provides for that,
- announced in the mass media,
- compiled and transmitted for the needs of the European Union and international organisations, in the form and according to the procedure set forth in the European Union provisions on statistics and international agreements binding on the Republic of Poland,
- available in other forms than those mentioned above.

Basic task, which is to deliver reliable and objective statistical information, is fulfilled by official statistics services in their statistical survey covering all social and economic activities.

# The Statistical Council



The Statistical Council is a consultative-advisory body in cases related to statistics acting at the Prime Minister and appointed for a period of 5 years. The resident of the CSO participates in the works of the Council

The Statistical Council shall consist of persons appointed by the Prime Minister, representing: government administration bodies, local authorities in the Joint Commission of Government and Local Authorities, the National Bank of Poland, social organisations, professional and economic association, representative employers' organisations as defined by the Act of 24 July 2015 on the Council of Social Dialogue and other social dialogue institutions (Journal of Laws item 1240), trade union organisations representative as defined by the Act on the Council of Social Dialogue, as well as experts in social sciences and economic sciences.

## Tasks of the Statistical Council:

- determination, annually, on the basis of the proposals prepared by the President of the Central Statistical Office, of a draft programme of statistical surveys of official statistics for the next year,
- submission to the Council of Ministers, not later than on 30 June each year, of the draft programme of statistical surveys of official statistics,
- recommendations on conducting new and periodic surveys concerning a broad scope of statistical observation and related to them methodological and preparatory activities, planned for the period of the next ten years,
- evaluation of the implementation of the programme of statistical surveys of official statistics and formulation of opinions on other issues having a considerable significance to the development of official statistics,
- providing opinions on the costs of statistical surveys, with thorough indication of sources of their financing, as well as methodology of their assessment.



## Statistical surveys in 2017

**Pursuant to Article 25 of the Law on official statistics**, one of the tasks of the President of the CSO is to recognise demand for information and statistical analyses and preparation of annual draft programme of statistical surveys on this basis. Proposals regarding programme intentions of official statistics are prepared by the CSO together with government departments and other institutions conducting surveys within official statistics, in close co-operation with bodies of central and local government administration, local self-government units, social, trade union and business organisations, as well as the scientific community.

Annual programme of statistical surveys is an important tool of coordination of programme works and control of operation of the information system of official statistics. At the same time it is a document informing statistical information users on directions of statistical operations and expected obligations of data transfer for statistical purposes.

Programme of statistical surveys of official statistics for 2017 includes surveys conducted on the basis of information collected obligatorily and voluntarily in the form of current reporting in 2017, annual reporting with data for 2017 and indicated data for the previous years.

When determining programme intentions the main purpose is implementation of official statistics tasks resulting from the membership of Poland in the European Union and other international organisations. Final statistical information from the surveys also enable to identify major figures and indicators which the President of the CSO is obliged to announce.

Currently developing information and communication technologies, formation of new data sources resulting in large amount of data, construction of new registers by the public



The CSO conducts surveys based on the information obtained from respondents and rapporteurs, using diversified information collecting methods and using modern tools and IT solutions

administration results in the need for implementation of new data sources and new data collection techniques in official statistics.

248 surveys have been included in the programme of statistical surveys for 2017 (including 3 new and 11 cyclic):

- 157 surveys performed independently by official statistics services,
- 37 surveys performed by the ministries, central offices, the National Bank of Poland,
- 54 surveys performed jointly by the CSO, ministries, the National Bank of Poland, the Polish Financial Supervision Authority (KNF) and central offices.



Programme of statistical surveys of official statistics for 2017 constitutes an appendix to the Regulation of the Council of Ministers of 28 July 2016 on programme of statistical surveys of official statistics for 2017 (Journal of Laws item 1426)

Programme of statistical surveys is available on the website of the CSO at: <http://bip.stat.gov.pl/dzialalnosc-statystyki-publicznej/program-badan-statystycznych/pbssp-2017>.

**In accordance with the provisions of Article 30 of the aforementioned Act**, the Prime Minister determines, by way of regulation, templates of reporting forms and clarifications regarding the way their filling as well as templates of questionnaires and statistical surveys used in statistical surveys, agreed upon in the programme of statistical surveys of official statistics. In connection with the above, the President of the CSO is obliged to prepare on the annual basis a draft regulation and an appendix containing templates of forms included in the programme of statistical surveys of official statistics and submit them for signature to the Prime Minister.

The appendix prepared for 2017 includes:

- templates of forms for current surveys, with reporting period than year monthly, quarterly, six-month), with the date of submitting reports in 2017,
- templates of forms for annual surveys where data are transferred for 2017 with the term of submitting reports in 2018.

Appendix to the regulation for 2017 includes 447 templates of forms, questionnaires and statistical surveys, including templates of: 176 forms and reporting questionnaires (Appendix no. 1), 19 surveys (Appendix no. 2), 22 tabular presentations (Appendix no. 4), 235 forms used in departmental surveys (Appendix no. 3).

Templates of forms are available at <http://form.stat.gov.pl/formularze/formularze.htm>.

## Classifications and nomenclatures in 2017

Standard classifications and nomenclatures are introduced pursuant to Article 40 of the Law on official statistics (Journal of Laws of 2012 item 591, as amended) or used directly on the basis of the act introducing their use in the Member Countries.

Classification standards are used in: statistics, registration system and documentations, accounting, official registers, information systems of public administration.

Currently valid standard classifications and nomenclatures are:

- The Polish Classification of Activities (PKD),
- The Polish Classification of Goods and Services (PKWiU),
- Combined Nomenclature (CN),
- The Polish Classification of Types of Constructions (PKOB),
- The Classification of Fixed Assets (KST),
- The Polish Statistical Classification of Environmental Protection and Facilities,
- The Polish Classification of Education (PKE),
- The Nomenclature of Territorial Units for Statistics (NUTS).

Detailed information regarding classification and nomenclatures are available at <http://stat.gov.pl/en/metainformations/classifications>.



Polish classification standards are fully compliant with appropriate classifications of the European Union

Standard classifications and nomenclatures:

- are necessary to determine the course and description of economic and social processes,
- are prepared by the President of the CSO in consultation with competent governing state administration bodies,
- are introduced by virtue of regulation by the Council of Ministers,
- are used in statistics, registration system and documentation, accounting, as well as in official registers and information systems of public administration.

These responsibilities result directly from Article 2 item 14, Article 25, passage 1 item 6 and from Article 40 of the Law on official statistics consolidated text Journal of Laws of 2016 item 1068).

### System statistical correspondence among economic classifications

Range of classification	Classifications of activities	Classifications of products (goods + services)	Derivatives of products classifications	Foreign Trade Classifications
International (UN)	International Standard Industrial Classification of All Economic Activities (ISIC)	Central Product Classification (CPC)		Harmonised Commodity Description and Coding System (HS)
European Union (EU)	Statistical Classification of Economic Activities in the European Community (NACE)	Classification of Products by Activity (CPA)	PRODCOM list	Combined Nomenclature (CN)
National – Poland	Polish Classification of Activities (PKD)	Polish Classification of Goods and Services (PKWiU)	PRODPOL list	Combined Nomenclature (CN)

### The Polish Classification of Goods and Services (PKWiU)

Two versions of the PKWiU function in 2017 simultaneously, i.e:

- The Polish Classification of Goods and Services (PKWiU 2008) valid from 1 January 2009 introduced by the Regulation of the Council of Ministers of 29 October 2008 (Jour-

nal of Laws no. 207, item 1293 as amended), based on The Classification of Product by Activity used in the European Union (CPA Rev. 2) and

- The Polish Classification of Goods and Services (PKWiU 2015) introduced on 1 January 2016, constituting the Appendix to the Regulation of the Council of Ministers of 4 September 2015 (Journal of Laws of 2015 item 1676), which structure is based on the Classification of Product by Activity Rev.2.1 (CPA Rev.2.1).

Both versions of the PKWiU (PKWiU 2008 and PKWiU 2015) were used simultaneously: in the records and documentation, accounting, as well as in official registers and information systems of public administration to 31 December 2016.

On the other hand, for the purposes of:

- taxation with value added tax,
- taxation with corporate income tax, personal income tax and flat-rate income tax in the form of lump sum from revenues recorded and tax card

PKWiU 2008 will be applicable until 31 December 2017.

### **The Classification of Fixed Assets (KST)**

The Classification of Fixed Assets (KST) was established by the Regulation of the Council of Ministers of October 3th, 2016 (Journal of Laws item 1864). This Regulation shall enter into force on 1 January 2017. This classification will be in force simultaneously with the previous version of KST established by the Regulation of the Council of Ministers of December 10th, 2010 (Journal of Laws item 1622) and being in force on 1 January 2011.

The Classification of Fixed Assets (KST 2010) will be applied till 31 December 2017 in the following cases:

- taxation, of which says the Law of 26 July 1991 on income tax of private person (JL 2012, item 361 with later amendments) and the law of 15 February 1992 on income tax of legal entities (Journal of Laws 2014, item 851 with later amendments);
- register and reports, of which says the Law of 29 September 1994 on accountancy (Journal of Laws 2016, item 1064);

- sending data that are used for statistical purposes, of which says the Law of 29 June 1995 on public statistics.

Whereas in the remaining cases will be applied simultaneously two versions of the Classification of Fixed Assets (KST 2010 and KST 2016).

### **Classification of Territorial Units for Statistics (NUTS)**

- has been introduced by the Regulation (EC) No 1059/2003 of the European Parliament and of the Council of 26 May 2003 on the establishment of a common classification of territorial units for statistics (NUTS) (OJ L 154, 21.6.2003, p.1–41),
- is a geographical standard for statistical division of the economic territory of the EU Member States into three regional levels of certain classes of the population (3–7 mln for NUTS 1 level, 0.8–3 mln for NUTS 2 level, and 0.15–0.8 mln for NUTS 3 level).
- has been established in order to enable the collection, compilation and dissemination of harmonised regional statistics in the European Union; the NUTS classification is also the basis for the application of regional policies in the EU Member States and it is essential for socio-economic development analysis of the regions.

The NUTS classification is hierarchical – each Member State of the European Union is divided into territorial units of NUTS 1 level, each of which is further divided into territorial units of NUTS 2 level, and finally each unit of NUTS 2 level is divided into territorial units of NUTS 3 level. One territorial unit may represent more than one NUTS level. If the population of a whole Member State is below the minimum threshold for a given NUTS level, the whole Member State is treated as one NUTS territorial unit for this level.

The NUTS classification in Poland is based on the country division into voivodships and powiats, on the basis of which individual NUTS levels were established.

NUTS levels as established by the NUTS 2013 revision include:

- LEVEL 1–6 regions (grouping the voivodships),
- LEVEL 2–16 voivodships,
- LEVEL 3–72 subregions (grouping units of a powiat level).

The NUTS classification established in 2003 is changed by revisions that may occur no more frequently than every three years. The currently used revision (NUTS 2013) has been binding since 1 January 2015 (as the effect of this revision the number of subregions in Poland was increased from 66 to 72, no changes have been made in number and borders of level 1 and 2 units).

The next, NUTS 2016 revision will come into effect on 1 January 2018. As a result changes in all NUTS levels in Poland will take place (the number of units on each level will increase by 1, borders of certain units will be changed, as well as names of levels).

# REGON Register



REGON Register is a set of information on national business entities updated on the current basis, kept by the President of the CSO since 1975 in the IT system in the form of a central database

The legal basis of keeping the register is the Law of 29 June 1995 on official statistics (Journal of Laws of 2016 item 1068), which gave the register the importance of the official register and specified principles of its operation as of 1 January 1998. Detailed principles of keeping and updating the register have been included in the implementing Regulation of the Council of Ministers of 30 November 2015 on the method and methodology of keeping and updating the national official business register, templates of applications, surveys and certificates (Journal of Laws item 2009).

## REGON Register:

- serves reaching identification cohesion of businesses entered into another official registers and information systems of public administration,
- provides general characteristics of businesses operating in national economy in following cross-sections: territorial, proprietorial, types of activity, legal form, etc.,
- enables preparation of address list of active businesses,
- is the foundation for creation of databases and data banks on businesses,
- is the main source of supply for the base of units drawn for statistical surveys.

Following entities are subject to entry in the REGON register:

- legal persons,
- organisational units without the status of a legal person,



- natural persons running economic activities (including private farms),
- local units of entities mentioned above.

### **Entry to, change in entry or deletion from the REGON register:**

- of entrepreneurs being natural persons proceeds on the basis of data from the application for entry to the CEIDG (Central Registration and Information on Business) that the entrepreneur submits via electronic form available on the website of the CEIDG, in the Public Information Bulletin of the minister competent for the economy and via electronic platform for public administration services - ePUAP. An application for entry to the CEIDG may also be submitted by the entrepreneur in the selected gmina office in person or sent by registered mail. The CEIDG sends to the CSO appropriate data contained in the application for entry to the CEIDG, necessary for obtaining, changing or deleting an entry in the national official business register (REGON),
- of entities entered in the National Court Register, excluding the register of insolvent debtors and of entities referred to in Article 49a, passage 1 on the National Court Register, proceeds on the basis of the data transferred via e-mail from the National Court Register to the REGON register, and for supplementary data listed in Article 42, passage 3a, item 2 of the Act on official statistics - from the CRP KEP,
- of school of educational institution proceeds on the basis of the data transferred to the REGON register via e-mail from the database of the Educational Information System (SIO),
- of other national business entities proceeds on the basis of the RG-OP application (application for entry to the national official business register, for change of features covered by the entry, for deletion of entry of legal person, organisational unit without legal personality or their local units) and RG-OF application (application for entry to the national official business register, for change of features covered by the entry, for deletion of entry of natural person running a business or its local unit not subject to entry to the CEIDG). Such application should be submitted in the statistical office or its branch in the voivodship where:
  - legal person or organisational unit not having legal personality has its registered office,



Each national business entity is obliged to register conducted operations in the REGON register. After entering into the national official business register, the entity receives unique REGON identification number

- natural person running business operations not subject to entry to the Central Registration and Information on Business has its place of residence.

Updating the REGON register (by entities which are obliged to making entries to the register):

- within 14 days from the date of establishing legal basis justifying the entry,
- within 7 days from occurrence of the circumstances justifying change or deletion.

The register's quality (completeness, relevance) depends upon timely fulfilment of this obligation. For this reason the order executed from the REGON register (excerpt, catalogue) may contain data partially outdated on the day of execution of the order.



The REGON register is open and available for general access

#### Access to REGON register:

- search engine on the website of the CSO <https://wyszukiwarkaregon.stat.gov.pl/appBIR/index.aspx> (search on the basis of the REGON identification numbers, Tax Identification Number (NIP), (National Court Register number (KRS) and address of the entity's registered office),
- API interfaces (BIR – the REGON Internet Database) (search on the basis of identification numbers: REGON, NIP, KRS).

Extracts from the REGON register are made **available free** of charge to units keeping other official registers and information systems of public administration, to government administration and local self-government units, to other governmental institutions, to equivalent bodies, to units and institutions of the Member States of the European Union and the Member States of the European Free Trade Agreement (EFTA), to the National Labour Inspectorate and of the State Sanitary Inspection.

The substantive scope of information made available from the REGON register to the aforementioned bodies and institutions cannot include information on the expected number of employed persons and the total area and agricultural area of a farm.

Individual orders for extracts from the state database of the REGON register are prepared against **payment**.

Following data from the REGON register of national business entities may be made available: the REGON identification number, name of entity, address of the registered office,

phone number and fax of the registered office, e-mail address and website, provided that entity specified these in the register data, the NIP Tax Identification Number, legal form, ownership form, performed activities, including type of predominant activity; dates: establishment, starting operation, suspension and resumption of operation, entry to the records or the register, decision to declare bankruptcy, the end of the bankruptcy proceeding, finishing of operation or deletion from the records or the register, entry and deletion from the register of entities, names of the registration or recording authority, name of the register (records) and the number assigned by this authority, local units of the entity.

No information is made available to third parties regarding phone and fax number, e-mail and website address of a natural person conducting business activities, subject to the entry to the Central Registration and Information on Business and the entity entered to the KRS in case of reporting supplementary data without permission to make contact details available.

Information from the REGON register may be made available by statistical offices or by the Statistical Computing Centre after submission of a written order. Extracts from the REGON register are made available in the form of: CD-ROM – data are recorded in dbf and xls format or as a computer printout – only in the case of orders concerning single records.

## TERYT Register



The territorial register is public. TERYT register identifiers are a binding territorial identification standard for agencies running official registers and information systems of public administration

**TERYT Register** – the national official register of the territorial division of the country. The legal basis for functioning of the register is the Law of 29 June 1995 on official statistics (Journal of Laws of 2016 item 1068) as well as the Regulation of the Council of Ministers of 15 December 1998 on the detailed principles of conduct, use and making available of the national official register of the territorial division of the country and related obligations of the government administration bodies and local self-government units (Journal of Laws of 1998, item 1031 as amended).

The TERYT register system includes systems as follows:

- **TERC** – contains identifiers and unit names from of the fundamental three-tier territorial division of the country and is built according to hierarchical numbering: voivodships, powiats, gminas. Updating of the system proceeds on a regular basis after every change of the territorial division of the country related to creation, merger, liquidation and changes in names of territorial division units.
- **SIMC** – contains official names and types of localities, fixed, unique identifiers of localities, affiliation of localities to the gmina, powiat and voivodship, as well as affiliation of integral parts of localities to the basic locality. System of identifiers and localities names is updated on a current basis after introducing changes of official names and types of localities and changes in the territorial division of the country.
- **BREC** – constitutes a network of statistical division units for the needs of conducting national censuses and conducting representative surveys. One statistical region consists of several census enumeration areas, but no more than nine. Statistical regions and census enumeration areas completely cover the entire territory of the country and close themselves within the borders of territorial division units. Their borders are recorded as a layer of digital map. System of statistical regions and census enumeration areas

contains numbers of these units along with the number of dwellings and approximate number of population.

- **NOBC** – contains addresses of apartments located in residential and non-residential buildings and addresses of collective accommodation facilities and other inhabited premises. The central catalogue of streets ULIC is kept under the system. Addresses in the NOBC system's database are coded using identifiers from catalogues: of territorial division units, localities and streets. Updating the system of the address identification of streets, real properties, buildings and dwellings (NOBC) takes place in conjunction with update of the system of statistical regions and census enumeration areas (BREC) and is conducted with the following frequency:
  - address characteristics – on the current basis,
  - growths and decreases in numbers of buildings and dwellings – quarterly,
  - division into statistical regions and census enumeration areas, changes in territorial division – at least once a year.

Update of the central catalogue of streets ULIC is performed on the current basis.

Data from the TERC, SIMC and ULIC systems are made available in the basic scope free of charge to all users via the website <http://bip.stat.gov.pl/en/teryt>.

Graphical data for the statistical division units borders – statistical regions and census enumeration areas are available in Geo-statistics Portal via the website: <https://geo.stat.gov.pl/en>.

# Publishing system of the Polish Official Statistics



The publication system of official statistics includes statistical publications and signal information

The public statistics publishing system consists of two groups: publications and signal information. In the first of these publications are published the following series: Statistical Yearbooks, Statistical Analyzes, Academic Studies, Statistical Information, Folders and Special Publications, Methodological Notes and Classifications, Statistical Magazines, Statistical News Library, Censuses and Other Studies. Signal information prepared by the Central Statistical Office are published in the following series: Communiqués and announcements by the President of GUS, Signal information (included in the signal information plan) and Information notes (prepared outside the publishing plan) and issued by the regional Statistical Offices are available as: Signal Information and Information Notes.

## Characteristics of publishing series:

**Statistical Yearbooks** – publishers presenting in a comprehensive manner the resulting statistical information. They contain yearly data, usually retrospectively. They can also present data in different territorial cross-sections, including international comparisons. Statistical data presented mainly in tabular form can be enriched with graphical and descriptive elements (notes). Data is grouped in thematic sections that contain general notes, explanations of terminology, methodology, and the scope of the information presented. The set of numerical data, which is used for comparison and analysis of phenomena, is presented primarily in absolute terms with simultaneous addition of relative magnitudes (dynamics, intensity and structure). Within this series are published collective and thematic (industry). Collective yearbooks contain sets of information from different areas of social and economic life and the environment, and thematic yearbooks - from a specific (usually one) field. Frequency of publication - annual or at several years intervals. Form of publication - paper and electronic.

**Statistical analyzes** – publications in which the overwhelming form of presentation is a comprehensive analytical description that goes beyond simply presenting the situation at

a given moment. Complementary elements can be tabular and graphical views of the data respectively incorporated into the analytical description. The characteristics of these publications are: selection of the most important phenomena and processes characterizing the given area, description of the structure of the phenomenon, presentation of trends and use of comparisons in time and space. Content includes factors influencing the development of phenomena and processes with a description of cause-and-effect interdependencies. They often combine data from multiple studies with one or more statistical domains and non-statistical information. Frequency of publication – annual or longer intervals. Form of publication – electronic, paper.

**Study papers** – publications of this nature present the results of research work that go beyond the standard practice of statistical work adopted in the system of official statistics and are developed in a novel way, using advanced analytical and statistical tools. Materials may also be published under this series in which an in-depth analysis of causal correlations is made, which are not direct and obvious conclusions from the study. Studies may also include research results that are in the development phase, refining the methodology, or conducted in an innovative way, or using an experimental method. The purpose of the publication is to submit the methods or proposed solutions to the discussion of experts/academic communities or response to the expectations of a specific audience (regarding performance of works whose subject/scope goes beyond the statistical survey program of public statistics). Frequency of publication – depending on the topic and development of work – one-time or cyclic, not more than once a year. Form of publication – electronic, paper.

**Statistical information** – Descriptive (thematic or collective) reports that present synthesized key trends and regularities and differences in areas with an indication of changes relative to the base period. A simple description of the situation can be supplemented with tables, charts and maps. The series also include statistical bulletins, for which tables are the basic form of presentation of statistics. As a rule, it is assumed that an integral part of the newsletter is the general remarks and methodological explanations. Frequency of publication: regular (monthly, quarterly, semi-annual or annual) or irregular (one-time or in several-year intervals). Form of publication – electronic, paper.

**Folders and occasional publications** – publications with a rich graphic design, where the predominant form of data presentation are charts, maps, infographics and simplified arrays. Presentation of graphical phenomena can be supplemented by brief comments. The preparation of materials within this series is primarily aimed at popularizing official statistics, its offer and information resources. Some folders can be a promotional element to encourage potential respondents to participate in GUS research. In this case basic

information about the research and its results is presented. Occasional publications are developed in connection with a particular event or activity. Their theme and form are determined individually and adapted to the nature of the event. Frequency of publication: regular or irregular (associated with a particular event or activity). Form of publication – paper and electronic.

**Methodological notes and classifications** – publications presenting classifications, nomenclatures, principles of methodology and organization of surveys, definitions of basic concepts, descriptions of statistical practice and any auxiliary materials related to the methodology of conducting statistical surveys. Frequency of publication is related to changes in classification or research methodology, and may also be due to the needs of users of statistical information. Form of publication - electronic and paper – on the basis of decisions of the CSO management or separate regulations.

**Statistical journals** – publications that meet the requirements of scientific journals, with continuous numbering and similar volume. They present author's work, originating from many authors. Frequency – regular (at fixed frequency). Form of publication – paper and electronic.

**Statistical News Library** – publications presenting selected problems of Polish statistics, development of ideas, principles and methods in statistical surveys in the context of statistics from other countries, materials and post-conference papers. Frequency – irregular. Form of publication - paper and electronic.

**Censuses** – all censuses (Population and Housing Censuses and Agricultural Censuses), in which both research results and organizational principles, methodologies, explanatory terms and definitions are published. Frequency – according to the census schedule. Form of publication – electronic, paper.

**Other studies** – publishers that do not include the results of statistical surveys, and whose aim is to support the activities of official statistics. These include:

- Publishing plans of GUS and statistical offices,
- Statistical survey program for official statistics,
- Plan of statistical studies,
- Forms, questionnaires, calendars,



- Official Journal of GUS.

**Signal Information of the Central Statistical Office and Statistical Offices** – studies that present in a synthetic manner the results of statistical surveys (preliminary or final) and allow for a quick publication date, characterized by a small volume. In signal information and information notices, statistics can be presented in both descriptive, tabular, and graphical form. The most important information is highlighted, allowing quick orientation in the basic tendencies. Signal information or information notes are a tool for sharing a baseline data set and should be published as soon as possible after the end of the survey. In the case of communiques and announcements by the President of the Central Statistical Office, the scope of data and the date of their publication results from legal acts imposing an obligation on the GUS to announce. Frequency: regular (monthly, quarterly, semi-annual or annual) or irregular (one-time or several year intervals). Form of publication – electronic.

# Communiqués and Announcements of the President of CSO in 2017



Within a year the President of CSO announces on the base of different law acts ca. 100 major figures and indicators. These are communiqués and announcements are published in "Monitor Polski" (Polish Monitor) and Dziennik Urzędowy GUS (Journal Official of GUS)

## Timetable for publication of communiqués and announcements by the President of GUS in 2017

Specification	Month											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
<b>Monthly edition</b>												
Flash estimate – Price indices of consumer goods and services *	–	–	31	28	31	30	31	31	29	31	30	– **
Price indices of consumer goods and services	13	13 <sup>a</sup>	14 <sup>b</sup>	11	12	12	11	11	11	12	13	11
Average paid employment and average gross wages and salaries in enterprise sector	18	16	16	19	18	19	18	17	18	17	17	18
Housing construction	19	17	17	20	19	20	19	18	19	18	20	19
Prices of agricultural products	19	20	21	19	19	20	19	21	20	19	21	19
Price indices of sold industrial output and construction-assembly production	19	17	17	20	19	20	19	18	19	18	20	19
Indices of industrial and construction-assembly production	19	17	17	20	19	20	19	18	19	18	20	19
Indices of retail sales	19	17	17	20	19	20	19	18	19	18	20	19
Trends in industry, construction, trade and services	20	21	22	21	22	23	21	23	22	20	22	21
Consumer sentiment	20	22	22	20	24	22	19	24	20	18	22	20
Foreign trade volumes in total and by countries	13	15	13	13	12	12	12	11	11	13	10	11
<b>Quarterly edition</b>												
Flash estimate of gross domestic product	–	14	–	–	16	–	–	16	–	–	14	–

## COMMUNIQUES AND ANNOUNCEMENTS OF THE PRESIDENT OF CSO IN 2017

Specification	Month											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Gross domestic product	-	28	-	-	31	-	-	31	-	-	30	-
Price indices of consumer goods and services per voivodships	-	27	-	-	25	-	-	25	-	-	24	-
Financial results of non-financial companies	-	-	21	-	23	-	-	22	-	-	21	-
Financial performance of banks	-	-	-	5	-	9	-	-	15	-	-	15
Insurers' financial results	-	-	-	3	-	27	-	-	22	-	-	15
Monitoring of the labour market – Quarterly information on the labour market	-	23	-	-	25	-	-	25	-	-	24	-
Demand for labour	-	-	10	-	-	9	-	-	8	-	-	8
Accidents at work	-	-	21	-	31	-	-	-	4	-	-	7
Non-residential construction	-	-	-	-	-	19	-	-	15	-	-	15
Border traffic and expenditure incurred by foreigners in Poland and by Poles abroad	-	-	27	-	-	26	-	-	25	-	-	27
<b>Semi-annual edition</b>												
Financial performance of investment funds and investment fund companies	-	-	-	-	-	23	-	-	-	20	-	-
Fiscal notification ***	-	-	-	21	-	-	-	-	-	23	-	-
Trends in agricultural holdings	-	-	31	-	-	-	-	-	-	31	-	-
<b>Annual edition</b>												
Operations of credit intermediaries enterprises in 2016	-	-	-	-	-	30	-	-	-	-	-	-
Factoring operations of financial enterprises in 2016	-	-	-	-	-	23	-	-	-	-	-	-
Operations of leasing companies in 2016	-	-	-	-	-	-	-	31	-	-	-	-
Financial results of co-operative savings and credit unions in 2016	-	-	-	-	-	-	-	-	-	16	-	-
Balance sheet financial results of economic entities in 2016	-	-	-	-	-	-	-	-	-	24	-	-
Economic activity of enterprises with the number of employed under 9 people in 2016	-	-	-	-	-	-	-	-	-	3	-	-
Economic entities on the basis of the form and place of conducting economic activities in 2016	-	-	-	-	-	-	-	-	-	-	6	-
Financial results of open pension funds and common pension companies in 2016	-	-	-	-	4	-	-	-	-	-	-	-

## COMMUNIQUES AND ANNOUNCEMENTS OF THE PRESIDENT OF CSO IN 2017

Specification	Month											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Supplies to the national market and consumption of certain consumer goods per capita in 2016	-	-	-	-	-	-	-	31	-	-	-	-
Financial instruments of the non-financial enterprises in 2016	-	-	-	-	-	-	-	-	-	-	21	-
Preliminary assessment of crops over-wintering in 2017	-	-	-	28	-	-	-	-	-	-	-	-
Spring assessment of agricultural and horticultural crops conditions in 2017	-	-	-	-	31	-	-	-	-	-	-	-
Preliminary estimate for major agricultural and garden produce in 2017	-	-	-	-	-	-	28	-	-	-	-	-
Pre-final estimate for major agricultural and garden produce in 2017	-	-	-	-	-	-	-	-	28	-	-	-
Final estimate for major agricultural and garden produce in 2017	-	-	-	-	-	-	-	-	-	-	-	21
Cattle population with reference to December 2016	30	-	-	-	-	-	-	-	-	-	-	-
Pig population with reference to December 2016	30	-	-	-	-	-	-	-	-	-	-	-
Pig population with reference to March 2017	-	-	-	-	19	-	-	-	-	-	-	-
Cattle population with reference to June 2017	-	-	-	-	-	-	-	-	15	-	-	-
Pig population with reference to June 2017	-	-	-	-	-	-	-	-	15	-	-	-
Physical size of livestock production in 2016	-	-	-	-	-	-	-	-	8	-	-	-
Maritime economy in Poland in 2016	-	-	-	27	-	-	-	-	-	-	-	-
Inland waterway transport in Poland in 2016	-	-	-	-	-	-	-	25	-	-	-	-
Information society in Poland in 2017	-	-	-	-	-	-	-	-	-	20	-	-
Innovative activity of industrial enterprises in Poland in 2016	-	-	-	-	-	-	-	-	-	27	-	-
Research and development activity in Poland in 2016	-	-	-	-	-	-	-	-	-	-	27	-
Biotechnology and nanotechnology in Poland in 2016	-	-	-	-	-	-	-	-	-	-	23	-
Intermodal transport in Poland in 2016	-	-	-	-	-	-	-	-	28	-	-	-
Economic poverty in Poland in 2016	-	-	-	-	-	30	-	-	-	-	-	-

## COMMUNIQUES AND ANNOUNCEMENTS OF THE PRESIDENT OF CSO IN 2017

Specification	Month											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Characteristics of Poland's border areas – national economic entities in 2016	-	-	31	-	-	-	-	-	-	-	-	-
Transport of passengers and cargo in 2016	-	-	-	-	30	-	-	-	-	-	-	-
Tourism in the European Union	-	-	-	3	-	-	-	-	-	-	-	-
Business services	-	-	-	-	-	-	-	-	15	-	-	-
<b>Biennial edition</b>												
Family benefits recipients in 2016	-	-	-	-	-	-	-	-	-	-	-	20
<b>Non-recurring</b>												
Municipal waste management change in years 2012–2016	-	-	-	-	-	-	-	-	29	-	-	-

*a* Preliminary data. *b* Final data for January and February 2017. \* About 2 working days after reporting month.  
\*\* 3 January 2018 (flash estimate for December 2017). \*\*\* Initial dates.

## Publications of CSO



145 titles are planned for release in 2017 including thematic yearbooks (Demographic Yearbook, Yearbook of Labour Statistics, Statistical Yearbook of Agriculture Statistical Yearbook of Industry, Yearbook of Foreign Trade Statistics, International Statistics Yearbook)

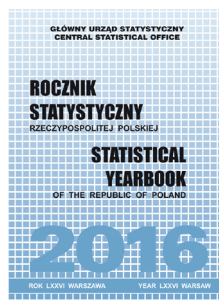
Publications of the CSO are made available in paper and electronic form on the Information Portal of the CSO. Alphabetical list of titles and search engine which include thematic scopes of publications present in a clear manner current and archival publications from different fields. In turn, the information included in tab Editorial Title-Plan of the CSO and RSO allow the user to become familiar with annual publishing ambitions.

In addition, the GUS Information Portal has a publication calendar 2017, which since January transparently presents publications issued by GUS, statistical offices and non-public statistical agencies scheduled for release on a given day. The user also receives information about new deadlines for late publications. The calendar is updated on a regular basis and the links to the calendar entries are activated when they are made available on the author's website. The web calendar presents all the statistical information contained in the Statistical Survey Program of Official Statistics.

**The basic publications of the Central Statistical Office include:**

### STATISTICAL YEARBOOK OF THE REPUBLIC OF POLAND

Basic collective publication of the CSO containing a rich range of statistical data characterising natural environment condition, socio-economic and demographic situation of the country and place of Poland in Europe and worldwide. Issued in December in Polish-English version, it is available on a CD-ROM and on the website of the CSO.



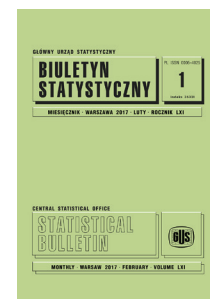
### CONCISE STATISTICAL YEARBOOK OF POLAND

It contains a comprehensive set of information concerning Poland and selected data about countries from Europe and other continents. Rich graphical form helps to present statistical description of economic condition and standard of living of population. Released in Polish-English version in July, it is available on a CD-ROM and on the website of the CSO.

The Ministry of National Education qualified Concise Statistical Yearbook of Poland and Statistical Yearbook of the Republic of Poland as auxiliary books for the school use.

### STATISTICAL BULLETIN

It contains basic indices of the country's socio-economic situation, including, e.g. indices related to national accounts, demographics, labour market remuneration, social benefits, prices, money supply, public finances and finances of non-financial companies, agriculture, industry, construction industry, transportation and internal and foreign trade. Monthly or quarterly data describing socio-economic situation of the provinces and the EU countries. Released every month in Polish-English version, they are available also on the website of the CSO.



## Regional statistics



Information on regional statistics is presented in publications nationwide, as well as in studies prepared by statistical offices

Some of the more significant statistical publications presenting information in regional sections issued by the Central Statistical Office:

- Statistical Yearbook of the Regions – Poland,
- Information on socio-economic situation of voivodships,
- Regions of Poland (catalogue).

Data in regional sections are presented also in general or trade publications of the CSO, e.g. in:

- Statistical Yearbook of the Republic of Poland,
- Concise Statistical Yearbook of Poland,
- Statistical Bulletin,
- branch yearbooks e.g.: Demographic, of Industry, of Agriculture.

Statistical information concerning regions are presented also in publications issued by the statistical offices. The most important ones are:

- Statistical Yearbook of the Regions,
- Voivodship – subregions, powiats, gminas,
- Statistical Bulletin of Voivodship,



- Report on socio-economic situation of voivodship.

In addition, the statistical offices present regional topics in branch publications concerning, among others, demographics, education, labour market, environment protection, agriculture, as well as in analytical studies.

The statistical offices cooperate with the Central Statistical Office with regard to preparation of national publications, e.g. in: Household budget surveys, Culture, Social assistance, Child and family services, Employment in the national economy, Tourism, Health and health care, Statistical vade mecum of local self-government members, Labour costs in the national economy, Physical education.

At the same time the statistical offices execute national tasks in the scope of the following publications: Human capital in Poland, Gross Domestic Product – Regional accounts, Research and development activity in Poland, Innovation activities in enterprises, Information society in Poland, Green lungs of Poland.

The Regional and Environmental Surveys Department is co-ordinating the work of official statistics units in the area of regional research. The Department also has the task of initiating, programming, developing methodologies and conducting regional surveys at national level. In addition, the Department prepares regional studies and analyzes.

# Statistical Offices



In all voivodships in Poland there are statistical offices run by directors appointed and dismissed by the President of GUS

The tasks of the statistical offices are determined by the Law on Official Statistics and the statute conferred by the President of the Central Statistical Office (GUS). These include, primarily, the performance of specialized national tasks carried out within the framework of activities carried out for the benefit of official statistics as a whole. At each stage of the work, the statistical offices cooperate with the relevant departments of the Central Statistical Office (GUS) and subordinate units to the President of GUS.

## Statistical Office in Białystok

ul. Krakowska 13, 15-959 Białystok; phone 85 749 77 00, fax 85 749 77 79;  
e-mail: SekretariatUSBST@stat.gov.pl  
Branches: Łomża, Suwałki  
Specialization: forestry and nature protection

## Statistical Office in Bydgoszcz

ul. Konarskiego 1/3, 85-066 Bydgoszcz; phone 52 366 93 90, fax 52 366 93 56;  
e-mail: KancelariaUSBDG@stat.gov.pl  
Branches: Inowrocław, Toruń, Włocławek  
Specialization: labor market, including work permits for foreigners and wages

## Statistical Office in Gdańsk

ul. Danusi 4, 80-434 Gdańsk; phone 58 768 31 00, fax 58 768 32 70;  
e-mail: SekretariatUSGDK@stat.gov.pl  
Branches: Chojnice, Słupsk, Tczew  
Specialization: education, human capital, non-wage work survey, working conditions and economic activity of the population

### **Statistical Office in Katowice**

ul. Owocowa 3, 40-158 Katowice, phone 32 779 12 00, fax 32 779 13 00;  
e-mail: SekretariatUsKce@stat.gov.pl  
Branches: Bielsko-Biała, Bytom, Częstochowa, Rybnik, Sosnowiec  
Specialization: regional accounts, financial market, financial instruments, investment outlays and fixed assets, environmental protection, expenditures and effects of material investments in environmental protection and water management

### **Statistical Office in Kielce**

ul. Wróblewskiego 2, 25-369 Kielce; phone 41 249 96 00, fax 41 249 96 04;  
e-mail: sekretariatuskie@stat.gov.pl  
Branches: Sandomierz  
Specialization: unregistered economy in registered businesses, illegal activity (gray zone), trade and services

### **Statistical Office in Kraków**

ul. K. Wyki 3, 31-223 Kraków; phone: 12 415 60 11, fax 12 361 01 92;  
e-mail: SekretariatUSKRK@stat.gov.pl  
Branches: Chrzanów, Nowy Sącz, Tarnów, Zakopane  
Specialization: social economy, health and health, culture, social assistance, substitution and salvage

### **Statistical Office in Lublin**

ul. Leszczyńskiego 48, 20-068 Lublin; phone 81 533 20 51, fax 81 533 27 61;  
e-mail: sekretariatUSlub@stat.gov.pl  
Branches: Biała Podlaska, Chełm, Puławy, Radzyń Podlaski, Zamość  
Specialization: housing and communal economy and construction;

### **Statistical Office in Łódź**

ul. Suwalska 29, 93-176 Łódź; phone 42 683 91 00, fax 42 683 90 01;  
e-mail: sekretariatusldz@stat.gov.pl  
Branches: Brzeziny, Piotrków Trybunalski, Sieradz  
Specialization: small and medium-sized enterprises and the living conditions of the population, development and interpretation of classification and nomenclature standards

**Statistical Office in Olsztyn**

ul. Kościuszki 78/82, 10-959 Olsztyn; tel. 89 524 36 66, fax 89 524 36 67;

e-mail: SekretariatUSOls@stat.gov.pl

Branches: Elbląg, Elk

Specialization: demography and migration, social statistics, agriculture, rural areas, industrial production

**Statistical Office in Opole**

ul. Kołłątaja 5B, 45-064 Opole; tel. 77 423 01 10–11, fax 77 423 01 25;

e-mail: SekretariatUSopl@stat.gov.pl

Specializations: prices of goods and services, food producers, road and bridge construction and road works, foreign trade, service producers, agriculture

**Statistical Office in Poznań**

ul. Wojska Polskiego 27/29, 60-624 Poznań; tel. 61 27 98 200, 300, fax 61 27 98 100;

e-mail: SekretariatUSPOZ@stat.gov.pl

Branches: Kalisz, Konin, Kościan, Piła

Specializations: short-term statistics, urban and small-area statistics, macroeconomic data bank and development policy monitoring system;

**Statistical Office in Rzeszów**

ul. Sobieskiego 10, 35-959 Rzeszów; tel. 17 853 52 10, fax 17 853 51 57;

e-mail: sekretariatusrze@stat.gov.pl

Branches: Krosno, Przemyśl, Tarnobrzeg

Specializations: sport and tourism, material and fuel and energy markets, cross-border surveys, euroregional statistics;

**Statistical Office in Szczecin**

ul. Matejki 22, 70-530 Szczecin; tel. 91 459 77 00, fax 91 434 05 95;

e-mail: SekretariatUSSZC@stat.gov.pl

Branches: Koszalin, Stargard Szczeciński

Specializations: science, technology, innovation and the information society, maritime statistics, inland water transport, transport and communications;

### **Statistical Office in Warszawa**

ul. 1 Sierpnia 21, 02-134 Warszawa; phone 22 464 20 00, fax 22 846 76 67;  
e-mail: sekretariatuswaw@stat.gov.pl  
Branches: Ciechanów, Ostrołęka, Płock, Radom, Siedlce  
Specialization: non-profit enterprises, use of administrative data sources, development of statistical analysis systems and information dissemination systems

### **Statistical Office in Wrocław**

ul. Oławska 31, 50-950 Wrocław; phone 71 371 63 00, fax 71 371 63 60;  
e-mail: sekretariatuswro@stat.gov.pl  
Branches: Jelenia Góra, Legnica, Wałbrzych  
Specialization: activity of local government, cross-border statistics. Administering and developing the Local Data Bank (BDL)

### **Statistical Office in Zielona Góra**

ul. Spokojna 1, 65-954 Zielona Góra; phone 68 322 31 12, fax 68 325 36 79;  
e-mail: sekretariatuszgr@stat.gov.pl  
Branches: Gorzów Wielkopolski, Słubice, Żagań  
Specialization: agriculture and business tendency surveys – the surveys are conducted by business tendency test method in industrial processing, construction, trade as well as in other service sector and farms.

# Voivodship Centers for Regional Surveys



By the Order No. 19 of the President of the Central Statistical Office of 10.12.2009 (Official Journal of the Central Statistical Office no. 12 of 28.12.2009) Voivodship Centres for Regional Surveys were established in the Statistical Offices in 2010

The main objectives of Voivodship Centres for Regional Surveys include:

- dissemination of statistical knowledge on the region,
- supporting the decision-making process of regional and local authorities, adapting statistical offer to the recipients' needs, including local self-government administration,
- improvement of solutions in conducting regional surveys and analyses.

The most important tasks of Voivodship Centres for Regional Surveys include:

- conduct of regional statistical surveys and development of statistical observation methods and analysis of resources and processes in the region,
- preparing analyses, publications and information regarding socio-economic situation of the voivodships,
- co-operation with external partners in creating resources of branch and regional statistical data,
- providing information support for recipients of statistical data,
- popularisation and promotion of statistics in the region, including conducting educational activities, dissemination of knowledge about the system of official statistics, in particular about phenomena and processes covered by statistical surveys,
- dissemination information and cooperating with regional mass media.

Contact details of Voivodship Centres for Regional Surveys have been provided together with addresses of the statistical offices.

### **Statistical information centers**

The structure of Voivodship Centres for Regional Surveys include modernised Statistical Information Centres offering a number of facilities in direct and electronic dissemination of official statistics resources, including:

- separated computer workstations for independent work,
- well-equipped training-conference halls adapted for meetings with mass media and for educational classes,
- efficient access to library resources, namely electronic publications and reading room equipped with paper publication collections,
- free access to office for the persons with limited mobility, and in the case of communication difficulties – the possibility of communicating in the sign language.



## Disseminating statistical data



According to the binding Law on official statistics of 29 June 1995 (Journal of Laws of 2016 item 1068) official statistics shall provide equal, indiscriminatory and simultaneous access to the statistical information, especially to major figures and indicators

All results of statistical surveys conducted according to the programme of statistical surveys of official statistics have a character of official statistical data, regardless of an entity authorised to conduct them. The chief or central state administration bodies or the National Bank of Poland conducting statistical surveys, in accordance with determination of the Council of Ministers contained in programme of statistical surveys, are obliged to use classification standards, dissemination results of survey to official statistics services and to transfer them, in consultation with the President of the CSO, to international organisations as well as to use principles of professional independence, impartiality, reliability and liability for high quality of national and international statistics, in accordance with the European statistics code of practice.

As defined by the Law on official statistics, information and data collected in official registers and information systems of public administration kept by public administration authorities, the Social Insurance Institution, the National Health Fund, registration bodies, other national or local self-government legal persons and other entities keeping official registers, constitute **administrative data**.

Data concerning phenomena, events, objects and activity of entities of the national economy, as well as life and status of natural persons, including personal data obtained directly from respondents or from information systems of public administration and official registers, from the moment of their collection for the needs of the performance of tasks of official statistics are **statistical data**.

Differentiation between "**administrative data**" and "**statistical data**" is important from the point of view of the possibilities, methods and objectives of use of both types of data.

According to the possibility of identifying the entity or person, statistical data can be divided into identifiable individual data and non-identifiable individual data.



**Identifiable individual data** are statistical data containing the information concerning a specific entity of the national economy or a natural person, directly identifying said entity or person according to the name, given name and surname, address or publicly accessible identification number, as well as enabling to directly identify said entity or person using other means than the ones allowing for direct identification, excluding the means requiring excessive costs, time, or actions.

**Non-identifiable individual data** are statistical data containing the information concerning a specific entity of the national economy or a natural person, not enabling to either directly or indirectly identify said entity or person.

Collected in statistical surveys of official statistics **non-identifiable individual data shall be subject to absolute protection**. The data may be used exclusively for statistical calculations, compilations and analyses and for the creation by the President of the Central Statistical Office of official statistics a frame for statistical surveys.

Making accessible or using non-identifiable individual data for other purposes than the ones specified herein shall be prohibited (statistical confidentiality), otherwise subject to penalty of imprisonment for up to 3 years.

Use of statistical data with which a person has familiarised himself/herself in connection with performing work or activity as requested by entity conducting statistical survey of official statistics, to obtain material or personal gain shall be subject to imprisonment up to 5 years.

Individual data may not be used for any other purposes, namely, e.g. to undertake any decisions concerning relevant entities, to confront data with tax and control documentation.

It shall not be allowed to publish or disseminate statistical data obtained in statistical surveys which can be linked to or can identify a specific natural person, and the statistical information and data characterising economic and financial results of entities of the national economy conducting economic activity, if the given aggregated data consist of less than three entities or the share of one entity in a specific compilation is higher than the three-fourths of the total. Exceptions are possible, provided that the person authorised to represent the entity expressed consent for publishing these data.

Informational scope of statistical survey shall be determined on an annual basis by the Council of Ministers by a regulation introducing programme of statistical survey for each



Statistical confidentiality  
is one of fundamental  
principles of statistics

subsequent year. The same legislation determines the form and availability date of final statistical information.

Official statistics services may conduct, on individual requests, statistical surveys not covered by the programme of statistical surveys of official statistics and perform requested studies and analyses, using for this purpose also the data gathered in surveys covered by the programme of statistical surveys of official statistics.

# The Statistical Information Centre

Tasks of the Statistical Information Centre include:

- direct customer service
- phone and electronic information concerning: statistical data published by the Central Statistical Office, communications and announcements of the President of the CSO, publications of the CSO and statistical offices,
- accepting individual orders: unpublished statistical data from data collections of the CSO, performance of studies and analyses on the request.

Detailed information can be found on the website of the CSO in tab QUESTIONS AND ORDERS <http://stat.gov.pl/en/questions-and-orders/>.

## **The Statistical Information Centre**

Monday 8:30 am–6:00 pm

Tuesday–Friday 8:30 am–3:30 pm

## **Telephone Customer Service**

9:00 am–11:30 am and 12:30 pm–3:00 pm

## **Statistical Hotline Consultations**

Monday–Friday 8:00 am–3:00 pm



**Ground floor of the CSO building, block A; Phone +48 22 608 31 63, +48 22 608 31 64; Fax +48 22 608 38 73; Statistical hotline +48 22 279 99 99**

## Press bureau



### **The Spokeman for the President of the CSO**

4th floor of the CSO building, block C, room No. 496; Phone: +48 22 608 34 75;  
e-mail: rzecznik@stat.gov.pl

### **Press Unit**

4th floor of the CSO building, block C, room No. 462, 463, 495; Phone: +48 22 608 34 91,  
+48 22 608 38 04, +48 22 608 30 09; Fax: +48 22 608 38 68, +48 22 608 38 86;  
e-mail: obslugaprasowa@stat.gov.pl

The Spokesperson for the President of the CSO and Press Unit execute information policy with regard to contact with the mass media by:

- presenting communiques of the President of the CSO, news releases, information notes and publications to the media,
- organisation of press conferences and press queries,
- dissemination of statistical information (phone, fax, e-mail),
- interviews and briefings in Press Room (lobby, opposite the main entrance to the CSO building),
- contacting journalists with the specialists of the CSO,
- coordination of statistical offices' cooperation with the media.

## Communication Unit

Tasks of the Communication Unit include: initiation, coordination and support of promotional and image-focused activities of the CSO, coordinating the presence of the CSO and statistical offices on social media, support and coordination of promotional actions of the statistical offices.

The staff of the communication unit also participates in the organization of educational meetings organized in the CSO for pupils and students in the field of dissemination of statistical knowledge. The content and choice of teaching materials (games, presentations, interviews, workshops) are varied and matched to the age and perceptive ability of participants in the course.

The Communication Unit runs the official Central Statistical Office's microblog service on YouTube and Twitter. Employees of the department moderate discussions and manage information content. In order to meet the needs of the users of statistical data, there is content about current events published on the profiles of the CSO, the latest information and publications as well as the new products and applications.

Employees of the department also participates in exhibitions, fairs and conferences, presenting the most recent research findings, statistical publications and databases accessible on-line. During these meetings the employees attempt to present to the recipients resources of official statistics and functionality of statistical databases.

Worth mentioning is also anniversary open days organised under Poland's Statistics Day (9 March), World Statistics Day and European Statistics Day (20 October). At that time, the Unit organizes workshops, presentations, thematic lectures, meetings with journalists, scientists and students.



**Phone: +48 22 608 35 67,  
+48 22 608 30 48**

## Internet: <http://stat.gov.pl/en>



**GUS Information Portal** – presents results of nationwide surveys, including: signal information, thematic publications, Knowledge Bases, macroeconomic indicators, sustainability indicators, international information and meta-data. The Portal contains infographics and information directing to statistical information resources in other offices and institutions in Poland and in the world. Within the information portal there are regional portals, which present the results of surveys at the level of voivodships as well as regional information (<http://stat.gov.pl/en/regional-statistics/>).



**Reporting Portal** – an integrated environment for collecting statistical data by electronic means, offering all applications for respondents preparing reports and statisticians who manage and monitor surveys, and provide technical support to respondents. The portal contains nearly 200 types of interactive electronic survey forms filled in a web browser – the data entered on the forms are checked and any errors and irregularities are signaled on the fly. Users have the ability to transfer data from external systems and applications. (more: <http://stat.gov.pl/en/intrastat/>).



**Strateg** – an integrated information system for the purposes of: monitoring execution of development strategy and public policies, programming and monitoring new perspective of cohesion policy for 2014–2020, monitoring and analysing trends and development processes in their territorial dimension, consistent set of data and metadata (<http://strateg.stat.gov.pl/?lang=en-GB>).



**Geo-statistics Portal** – presents cartographic form of the results of national censuses, i.e. the Agricultural Census 2010 (PSR 2010) and the Population and Housing Census 2011 (NSP 2011) and Local Data Bank (BDL) (<https://geo.stat.gov.pl/>).



**Educational Portal** – enables the youngest users to acquire knowledge on statistics in a simple and accessible way (<http://stat.gov.pl/portals-educacyjny/>).

**The Local Data Bank** (BDL) – Poland’s largest ordered collection of information on the social, economic, demographic and environmental conditions describing the country, voivodeships, powiats, gminas, statistical towns, regions and sub-regions constituting elements of the nomenclature of territorial units for statistical purposes (NTS). It enables multidimensional analysis at regional and local levels.



Available spatial identification system: according to the units of the National Official Register of Territorial Divisions (TERYT) and in the Nomenclature of Territorial Units for Statistics (NTS). Annual data (from 1995 to 2016) and short-term (*i.e.* monthly, quarterly and semi-annual data for 2005–2017) are collected in the BDL.

Beneficiaries of the Bank may receive, among others information from a given statistical field in a multiannual time series (in tabular form, graph or map) and a comprehensive description of the selected administrative division of the country. BDL offers dictionaries and metadata describing the methodological context of information. The log option allows interested recipients to preserve their individual tabular statement library (<http://bdl.stat.gov.pl>). The BDL resources are accessible online, free of charge: <https://bdl.stat.gov.pl/BDL/start>

**Domain Knowledge Bases** – a modern form of presentation of statistics from four areas: Statistics, Economy, Society and Environment using the formula of the analytical platform. This solution allows you to customize the data range to your needs and present them in the form of tables, charts and maps with the corresponding metadata set (<http://swaid.stat.gov.pl/SitePages/GlassGlobalDBW.aspx>).



#### **Multilateral statistics** (Domain Knowledge Bases)

- National Accounts
- Science, Technology and Information Society
- LDB Territorial Cross-Sections
- Regional Atlas

#### **Economy**

- Prices
- Non-financial Enterprises

- Short-term statistics of non-financial enterprises
- Agriculture
- Industrial production
- Construction
- Trade and Services
- Transport and Communications
- Business Tendency
- Energy Statistics
- Foreign Trade

### **Society**

- Demography
- Education
- Labor market
- Living Conditions
- Municipal and Dwelling Infrastructure
- Health and Health Care

### **Environment**

- Nature protection
- Forestry
- Environmental protection



## Official statistics service units

### Statistical Computing Centre

00-925 Warszawa, al. Niepodległości 208, Phone: +48 22 608 31 44, fax: +48 22 608 38 66, <http://cis.stat.gov.pl/>

The Statistical Computing Centre (CIS) has been established by the decision of the President of the CSO in June 2010. It plays the major role in the implementation of IT tasks in official statistics. The main task of The Centre is to deliver and develop IT infrastructure and services for proper implementation of the tasks of official statistics. The Statistical Computing Centre has, in its structure, two remote branches in Radom and Łódź.



### The Stefan Szulc Central Statistical Library

Ground floor of the CSO building, block D, room No. 56, Phone: +48 22 608 33 27, +48 22 608 31 43 (Secretary's Office); Fax +48 22 608 31 88, Information service phone: +48 22 608 33 47, +48 22 608 34 81, +48 22 608 33 75, <http://cbs.stat.gov.pl/>

Founded in 1918, the Central Statistical Library collects scientific and popular research on statistics and demography and socio-economic sciences. Library resources are around 490,000 volumes (compact and continuous releases). They include national and international statistical yearbooks of selected countries of the world and international institutions (UN, European Union, OECD) and other statistical publications and collections of periodicals (about 1000 titles, including almost 500 titles of current magazines covering about 270 foreign titles of several dozen countries around the world and about 220 Polish titles).



## READING ROOM

Monday and Wednesday 8:00 am–6:00 pm  
 Tuesday, Thursday, Friday 8:00 am–4:00 pm  
 Saturday 10:00 am–2:00 pm

## BOOK RENTAL

Weekdays 8:45 am–3:45 pm  
 Possibility to order photocopy and scanocopies on site, by fax and by e-mail (r.tworzylko@stat.gov.pl).

## CATALOGS AND INFORMATION

Weekdays 8:15 am–3:45 pm

**Statistical Publishing Establishment**

1th floor of the GUS building, block B, room No. 126, Phone: +48 22 608 31 45,  
 fax: +48 22 608 31 83, <http://zws.stat.gov.pl/> ; e-mail: [zwssek@stat.gov.pl](mailto:zwssek@stat.gov.pl)

The establishment organised by the Central Statistical Office as printing house was established in 1957. Its task is to conduct publishing and printing works for the needs of official statistics and retail and mail order sales of publications of the CSO.

**The Research and Statistical Education Centre of the Central Statistical Office**

Jachranka 81 near Warsaw, 05-140 Serock, phone/fax +48 22 768 14 84 (Secretary office, Research department) phone: +48 22 768 13 96 (marketing), +48 22 768 14 86 (reception desk) <http://cbies.stat.gov.pl/>; email: [jachranka-szkolenia@stat.gov.pl](mailto:jachranka-szkolenia@stat.gov.pl).

Research and Statistical Education Centre of the Central Statistical Office is the national and international statistical education institution for the needs of employees and institutions of official statistics services. It also provides educational and research services to other units and institutions and individuals within the scope of the activity, including running and organizing activities supporting statistical research and innovation.

Among the achievements of the CBIES GUS, the implementation of the projects of the European Human Capital Operational Program and the National Research and Development

Center as well as the tasks of the National Science Center as well as the National Cohesion Strategy, the European Regional Development Fund, the European Social Program and the Operational Program Technical Assistance are distinguished.

### **Central Statistical Archive**

Ground floor of the CSO building, block D, room No. 59, phone: +48 22 608 37 66, +48 22 608 32 09; e-mail: d.minasz@stat.gov.pl; or e-mail: e.weglowska@stat.gov.pl

Established in 1918, the Central Statistical Archive gathers files concerning the organization and methodology of statistical works, statistical materials, microfilms and documents related to the history of statistics in Poland. The GUS Archive takes care of the archival resource, that is, it is entitled to permanently store its possessions. Archival resources, which are part of the National Archives, are about 7,000 meters records (about 250,000 archival units). These are mainly materials related to the activities of the Central Statistical Office as well as former units subordinated to and co-operating with the President of the CSO.



**Weekdays**  
**8:30 am–3:30 pm**

