

## Methodological notes

1. Data contained in the publication are presented in accordance with the **Polish Classification of Activities – PKD 2007**, compiled on the basis of Statistical Classification of Economic Activities in the European Community – NACE Rev. 2. PKD 2007 was introduced on 1st January 2008 by the Regulation of the Council of Ministers dated 24th December 2007 (Journal of Laws No. 251, item 1885, with later amendments).

Statistical data are presented in accordance with NACE Rev. 2 as arranged by sections and divisions.

As an additional grouping, the item **"Industry"** was introduced, including NACE Rev. 2 sections: "Mining and quarrying", "Manufacturing", "Electricity, gas, steam and air conditioning supply" and "Water supply; sewerage, waste management and remediation activities".

2. Data cover entities of the national economy included in the public and private sector. **Public sector** includes entities of state ownership (State Treasury and state legal persons), local government ownership or local government legal persons and mixed ownership with a predominance of capital of public sector. **Private sector** includes entities of private domestic ownership (of natural persons and other private entities), foreign ownership (of foreign persons) as well as mixed ownership with a predominance of capital (property) of private sector entities or lack of predominance of capital (property) of the entity.
3. Term **entities of the national economy** is understood as legal persons, organizational entities without legal personality as well as natural persons conducting economic activity.

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.

4. With regard to the number of employed persons, entities are divided into three groups:
  - small units employing up to 9 persons,
  - middle units employing from 10 to 49 persons,
  - big units employing more than 49 persons.

In this publication, unless otherwise indicated, data regarding retail sales, employment and wages and salaries in enterprises, financial results and current assets of non-financial enterprises concern middle and big units, while remaining data concern all units (regardless of the number of employed persons).

5. **Enterprise sector** refers to those entities, which carry out economic activities in the following areas: forestry and logging; marine fishing; mining and quarrying; manufacturing; electricity, gas, steam and air conditioning supply; water supply; sewerage, waste management and remediation activities; construction; wholesale and retail trade; repair of motor vehicles and motorcycles; transportation and storage; accommodation and food service activities; information and communication; real estate activities; legal and accounting activities; activities of head offices; management consultancy activities; architectural and engineering activities; technical testing and analysis; advertising and market research; other professional, scientific and technical activities; administrative and support service activities; arts, entertainment and recreation; repair of computers and personal and household goods; other personal service activities.
6. Data in **current prices** correspond to obtained revenue, incurred expenditure or the value of products, services etc. In tables and graphs in which prices are not defined, data are expressed in current prices.

In order to evaluate production, unless otherwise indicated, the **basic price** category was implemented.

**Basic price** is defined as the amount of money received by a producer (including trade entities) from a buyer for a unit of product (goods or service), decreased by the tax on the product as well as by applicable rebates and deductions, and increased by subsidies received for the product.

Taxes on products include: the value added tax – VAT (on domestic products and on imports), taxes and customs duties on imports (including the excise tax) as well as other taxes on products, such as the excise tax on domestic products and taxes on selected types of services (e.g. on games of chance and mutual betting and until 2010 lump sum tax on goods and services from occasional transport of passengers in buses with foreign registration).

Indices of the dynamic of sold production of industry are additionally calculated on the basis of constant prices (2015 average current prices).

7. Data regarding **status and directions of city land use** were compiled on the basis of the land and property register introduced by the regulation of the Minister of Regional Development and Construction (Journal of Laws of 2016 item 1034) prepared by Podlaskie Voivodship Marshal's Office.
8. **Industrial wastewater** is understood as wastewater not regarded as domestic wastewater or precipitation water or meltwater, discharged from areas of commercial, industrial, storage or service activities carried out by the enterprise as well as being their mixture with wastewater of another entity, discharged by sewerage facilities of this plant.

**Municipal wastewater** is domestic wastewater or a mixture of domestic and industrial wastewater or precipitation water or meltwater, discharged with devices used to implement the gmina's own tasks in the field of sewage and municipal wastewater treatment.

Information regarding **sources, amount of emission and reduction of industrial air pollutants** concerns organizational entities established by the Minister of Environmental Protection and Natural Resources on the basis of the defined amount of fees borne in 1986 for the annual emission of substances polluting the air, according to rates defined in the regulation of the Council of Ministers of 13 January 1986 on fees for economic use of the environment and introduction of changes (Journal of Laws No. 7 item 40, with later amendments). Thus, a fixed set of reporting units is maintained annually, which enables to preserve continuity and comparability of research results. The set may be enlarged only in particular cases e.g. newly launched entities or expanded entities of a high threshold pollution emission.

Amount of **emission of particulate and gaseous pollutants** concerns the quantity of those pollutants discharged into the air during the year and includes separate types of particulate pollutants, i.e. particulates from the combustion of fuels, particulates from cement and lime, fire-resistant materials, silicates, artificial fertilizers, carbon and graphite, soot and others as well as gaseous pollutants, i.e. sulphur dioxide, nitrogen oxides (expressed in nitrogen dioxide), carbon monoxide, carbon dioxide, hydrocarbons and others.

Information regarding the quantity of **waste** concerns plants which generated over 1 thousand tonnes of waste (excluding municipal waste) in the course of the year or possessed 1 million tonnes and more of accumulated waste.

9. **Data about population and indicators per capita (per 1000 population etc.)** were compiled on the basis:
  - until 2009 – of the results of the Population and Housing Census 2002, for 2000 by the administrative division valid as of 31st December 2002;
  - since 2010 – of the results of the Population and Housing Census 2011, for 2010 by the administrative division valid as of 31st December 2011.
10. **Population projection until 2050** calculated in 2014 on the basis of population number and structure as of 31st December 2013 as well as assumption concerning fertility, mortality and international migration.
11. **Ascertained crime** is an event which after the completion of preparatory proceedings was confirmed as a crime. Crime is a felony or misdemeanour prosecuted upon by public accusation or private accusation by

a public prosecutor, moreover, every revenue related misdemeanour, the character of which was confirmed as a crime as a result of preparatory proceedings.

Data about ascertained crimes since 2014 do not include punishable acts committed by juveniles; in accordance with the amended methodology, the specification of the number of juveniles committing punishable acts takes place during court proceedings after the Police provides records in juvenile cases to the family court.

Information regarding ascertained crimes and rates of detectability of delinquents in ascertained crimes come from police information systems. Data concern cases conducted by the Police or entrusted by the prosecutor entirely to the Police conduction.

**12. Rate of detectability of delinquents** is the relation of the number of detected crimes in a given year (including those detected after resumption following discontinuance) to the total number of crimes ascertained in a given year, plus the number of crimes recorded in commenced proceedings and discontinued in previous years due to undetected delinquents.

**13. Data regarding employed persons** concern those performing work providing earnings or income.

Employed persons include:

- a) persons employed on the basis of an employment contract (labour contract, call, appointment or election);
- b) employers and own-account workers, i.e.:
  - owners, co-owners, and leaseholders of private farms in agriculture (including contributing family workers),
  - owners and co-owners (including contributing family workers; excluding partners in companies who do not work in them) of entities conducting economic activity excluding private farms in agriculture,
  - other self-employed workers, e.g. persons doing freelance work;
- c) outworkers;
- d) agents (including contributing family workers and persons employed by agents);
- e) members of agricultural production cooperatives (agricultural producers' cooperatives and cooperatives established on their basis as well as agricultural farmers' cooperatives);
- f) clergy fulfilling priestly obligations.

**14. Information regarding average employment** concerns only workers employed on the basis of an employment contract (labour contract, call, appointment or election). The data include full-time employees (i.e. working on a full-time basis, as defined by a given company) and part-time employees (i.e. working on a part-time basis) after converting into full-time employees.

**15. Data regarding registered unemployed persons** include persons who, in accordance with the Act of 20th April 2004 on Promoting Employment and Labour Market Institutions, in force since 1st June 2004 (Journal of Laws of 2018 item 1265, with later amendments), are classified as unemployed.

**Unemployed person** is a person aged 18 and more and has not reached the retirement age, is not employed and not performing any other kind of paid work, capable of work and ready to take full-time employment (or in case he/she is a disabled person – capable and ready to take work comprising no less than a half of working time), not attending school with the exception of schools for adults (or taking extra curriculum exam covering this school curriculum) or tertiary schools in part-time programme, registered in the local labour office competent for his/her place of residence (permanent or temporary), and seeking employment or any other income-generating work, with additional provisions concerning the sources of income, included in the law.

**16. Registered unemployment rate** was calculated as the ratio of the number of registered unemployed persons to the economically active civilian population, i.e. excluding persons in active military service as well as employees of budgetary entities conducting activity within the scope of national defence and public safety. The unemployment rate is given considering employed persons on private farms in agriculture (as a part of the economically active civilian population) estimated on the basis of the results of census. The data on the

unemployed are collected according to their place of residence or stay, while the data on the employed – according to address of their place of work. Therefore the unemployment rates are not exactly precise, especially in a case of unemployment rates by powiats.

17. Information regarding **persons working in hazardous conditions**, i.e. with substances hazardous to health, is compiled on the basis of reports. Data concern persons:
  - employed by units included in the sections: agriculture, forestry and fishing (excluding private farms in agriculture; hunting, trapping and related service activities as well as marine fishing); mining and quarrying; manufacturing; electricity, gas, steam and air conditioning supply; water supply; sewerage, waste management and remediation activities; construction (excluding realization of building projects connected with construction of buildings); wholesale and retail trade; repair of motor vehicles and motorcycles; transportation and storage; information and communication (excluding motion picture, video and television programme production, sound recording and music publishing activities as well as other information service activities); professional, scientific and technical activities (in regard to scientific research and development as well as veterinary activities); administrative and support service activities (in regard to rental and leasing activities; travel agency, tour operator reservation service and related activities; other cleaning activities); education (in regard to higher education); human health and social work activities (in regard to human health activities); other service activities (in regard to repair of computers and personal and household goods),
  - employed in hazardous conditions related to the work environment (chemical substances, dusts, noise, mechanical vibrations, hot or cold microclimates etc.), strenuous work conditions (forced body positioning, excessive physical exertion etc.) as well as mechanical factors connected with particularly dangerous machinery.
18. Data regarding the **average monthly gross wages and salaries** per paid employee include the deductions for personal income taxes and contributions to compulsory social security (retirement, pension and illness) paid by insured employee, introduced on 1st January 1999, in accordance with the Act of 13th October 1998 on the Social Security System (Journal of Laws of 2013 item 1442, with later amendments).
19. **Average monthly (nominal) wages and salaries** per paid employee were calculated assuming the following:
  - personal wages and salaries, excluding wages and salaries of outworkers as well as apprentices and persons employed abroad,
  - payments from profit and balance surplus in cooperatives,
  - annual extra wages and salaries for employees of budgetary sphere entities,
  - fees paid to selected groups of employees for performing work in accordance with a labour contract, e.g. to journalists, film producers, radio and television programme producers.
20. Information regarding **municipal installations and services** was compiled using the kind of activity method, i.e. according to the criterion of installation designation, regardless of the predominant kind of activity of the economic entity. Data regarding installations concern operative installations.
21. **Length of the water-line and gas-line system** includes street conduits excluding connections leading to residential buildings and other constructions. Information on the gas supply system includes data on the transmission network and the distribution network. In the **length of the sewage system**, apart from street conduits collectors, i.e. conduits receiving sewerage from the street network, are included. Sewers designed exclusively for draining run-off are not included.
22. **The consumption of electricity and gas from the gas-line system** is established on the basis of an estimated system of payments.
23. Data regarding **municipal waste** concern the waste produced in households and also at other waste producers (excluding dangerous waste), which in respect of their character or composition is similar to the waste produced in households.

**24.** Data regarding **liquid waste** concern waste, removed to wastewater treatment plants or dump stations, which comes from households (dwellings), public buildings and buildings of units running a business – in case they are not discharged by sewage system.

**25. Independent wastewater treatment facility** is a complex of devices intended for treatment of sewage produced in one or more households.

**26. Septic tank** is an installation and device intended for an accumulation of liquid wastewater where is generated.

**27. Strolling-recreational parks** are areas with high and low growing plants, of at least 2 ha in size, maintained for the recreational needs of the population, featuring roads, squares, walkways, benches, etc.

**Lawns** are areas of less than 2 ha in size, in which recreational activity dominates (e.g. there are alleys with benches, playgrounds, etc.).

**Green areas of the housing estates** are located in residential areas and are used for the purposes of recreation, isolation and aesthetic visual appearance.

**28.** Data regarding **dwelling stocks** have been compiled on the basis of the balance of dwelling stocks as of 31st December. Dwelling stocks include inhabited and uninhabited dwellings, in which there are no permanent or temporary inhabitants.

The balances of dwelling stocks are estimated for the periods between censuses on the basis of results of the last census with regard to the current reporting, i.e. increase and decrease in dwelling stocks.

Information regarding dwelling stocks concerns dwellings located in residential and non-residential buildings. Data do not include collective accommodation facilities (employee hostels, student dormitories and boarding schools, social welfare homes and others) as well as spaces not designed for residential purposes, but which for various reasons are inhabited (animal accommodations, caravans, ships, wagons and others).

Since 2002 total number of population as of 31st December has been used in calculations per capita (1000 population etc.) regarding number of dwellings, number of rooms or dwelling usable floor space (based on balances of dwelling stocks).

**29.** The **educational system** in Poland functions according to the Act of 14th December 2016 – Law on School Education (Journal of Laws of 2018 item 996, with later amendments), the Act of 7th September 1991 on the Education System (Journal of Laws of 2018 item 1457) and the Higher Education Law of 20th July 2018 (Journal of Laws item 1668, with later amendments).

In the 2018/19 school year children at the age of 6 were required to undergo an obligatory 1 year pre-primary education in pre-primary education establishments, while children at the age of 7 have been subjected to obligatory education. Education is obligatory until the age of 18.

Since 1st September 2017 the new school system has been implemented which ultimately will introduce: 8-year primary school, 4-year general secondary school, 5-year technical secondary school, 3-year stage I sectoral vocational schools, 2-year stage II sectoral vocational schools, and will eliminate lower secondary schools.

As a result of implementing the new education system in the 2018/19 school year:

- in primary schools, the first year of pupils conducting the seventh grade curriculum is included, which results in the lack of graduates of the 2016/17 and the 2017/18 school years (the change from a 6-grade to 8-grade primary school),
- there was no recruitment to the first grade of lower secondary schools, which are gradually being liquidated,
- in the 2018/19 school year in stage I sectoral vocational schools there are still students of basic vocational school sections.

Schools (with the exception of higher education institutions) and establishments can be public, non-public and non-public with the competence of a public school. A non-public school can obtain the competence of a public school, if it implements the minimum programme as well as applies the principles of classifying and promoting pupils and students as established by the Minister of National Education, allowing students to obtain state certificates or diplomas. Central (government) administration units and local government units can administer public schools only. Primary schools and lower secondary schools can be public schools or non-public schools with the competence of public schools only.

Higher education institutions can be public and non-public; non-public higher education are established on the basis of a permit of the Minister of Science and Higher Education.

In higher education institutions students are indicated correspondingly on the number of fields of education which they study; data regarding graduates concern the number of diplomas issued at the end of studies.

**30.** Data regarding **academic teachers** concern the positions: professor, assistant professor, tutor and assistant as well as other didactic positions: senior lecturer, lecturer, lector, instructor and since the 2006/07 academic year also qualified librarian and qualified scientific documentation and information staff.

**31. Large Family Card** basis on the Act of 5th December 2014 on Large Family Card (Journal of Laws of 2019 item 1390). The card can be obtained, regardless of the received income, by families with at least three children:

- up to the age of 18,
- up to the age of 25 in case when children learn at school or higher education institution,
- without age limits in the case of children with a certificate of disability.

The Card is issued free of charge to each member of the family (including foster family and foster home) meeting the conditions specified. The holders of the Card can take advantage of discounts while purchasing consumer goods and services.

**32.** Data concerning **family support** and **foster care** are presented according to the Act of 9th June 2011 on Family Support and Foster Care System (Journal of Laws of 2018 item 998).

**33.** Data on benefits and supplements under "Family 500+" programme are presented according to the Act of 11th February 2016 on State Assistance in Upbringing of the Children (Journal of Law of 2018 item 2134, with later amendments).

Benefit is financed from the state budget.

**34. Family foster care** shall be exercised in case when it is impossible for the parents to provide care and education for a child. It guarantees a work with a family to make possibility for a child to return to its family, or when it is impossible – efforts aimed at child's adoption; preparation of a child to live an independent and responsible life; satisfaction of children's emotional needs, in particular the needs related to welfare, health care, education, culture, recreation and religious.

The forms of family foster care are the following:

a) **foster family:**

- related,
- non-professional, in which not more than 3 children may be placed at the same time (except for numerous siblings),
- professional, in which not more than 3 children may be placed at the same time (except for numerous siblings) including:
  - professional that performs the function of a family emergency house shall receive a child on the basis of a court ruling, case when a child was escorted by Police or Border Guard, upon consent of parents, child or another person in the case referred to in Article 12a of the Act of 29th July 2005 on Counteracting Domestic Violence (Journal of Laws of 2015 item 1390),



- professional specialist shall receive in particular: children with a disability certificate or a certificate of high or moderate level of disability, children on the basis of the Act of 26th October 1982 on Proceedings Juvenile Cases (Journal of Laws of 2018 item 969), underage mothers with children;
- b) **foster home** – placed in it may be not more than 8 children (except for numerous siblings).

**35. Institutional foster care** shall be exercised in the form of **care and education centre**, shall be exercised in the form of:

- a **family** – educates children of various age groups, including adolescents and those becoming independent; enables common education and care for numerous siblings; cooperate with a family foster care coordinator and a family assistant,
- a **socialization** – provides a child with full-time care and education, and fulfil its needs, especially emotional, development, health, living, social and religious needs, implements a child assistance plan prepared in cooperation with a family assistant, enables contacts with parents and other close persons, unless otherwise decided by a court, takes actions aimed at the child's return to a family, provides a child with access to education adjusted to its age and development skills, provides a child with therapeutic actions, provides access to eligible healthcare services.

**36.** Data concerning **social welfare homes and facilities** are related to the institutions for which the founding bodies are: local government entities, associations, social organizations, churches and religious associations, foundations, natural and legal persons.

Types of homes and facilities are presented in accordance with the Act of 12th March 2004 on Social Assistance (Journal of Laws of 2018 item 1508, with later amendments).

**37.** Information regarding **theatres and music institutions** concerns professional, artistic and entertainment entities conducting regular performances.

**38. The area of forest land** – within the meaning of the Forest Act – includes:

- land with a homogenous area of at least 0.10 ha, covered with forest vegetation (wooded area), or temporarily devoid of forest vegetation (non-wooded area). These areas are designated for silviculture production or they comprise nature reserves and national parks, or they are registered as nature monuments. The category is defined as "**forests area**",
- land connected with silviculture, used for the purposes of forest management, such as: buildings and structures, spatial division lines in forests, forest roads, forest nurseries, wood stockpiling areas, etc.

**39. Forest cover** (forest cover indicator) was calculated as the percentage ratio of the forest area to the total area of the city.

**40.** Data regarding **the retail sales** include the sale of consumer and non-consumer goods at retail sales outlets, catering establishments as well as at other sales outlets (e.g. warehouses, stock houses) in quantities indicating purchases for the individual need of the purchaser.

**41.** Data concerning **bicycle paths** include bicycle paths mainly used for communication purposes and not for tourist purposes, the so-called bicycle trails (eg. located in the forest), namely data include: self-roads for bicycles (located on the waysides); paths separated from the roadway; roads separated from the sidewalk; roads included in passageways for pedestrians and cyclists. The total length of bicycle paths which are respectively in the area of competence of gminas, powiats and the marshal's office is taken into account.

**42.** Data on **financial results of non-financial enterprises** are in line to the amendment of the Act of 29th September 1994 on Accounting (Journal of Laws of 2018 item 395, with later amendments).

**43. Total revenues (revenues from the whole activity)** include:

- a) net revenues from sale of products, goods and materials include domestic and export sales of products (finished, semi-finished products and services) manufactured by the unit together with packaging, equipment and third party services if invoiced along with products to customers, sales of goods and materials,

i.e. tangible current assets purchased for resale in the same condition as received and products manufactured by the unit if they are sold in a chain of own stores along with the third-party goods, as well as amounts due for goods and materials sold regardless whether or not they have been paid;

- b) other operating revenues are revenues indirectly related to the unit's operating activities, in particular: profit from the disposal of non-financial fixed assets (fixed assets, fixed assets under construction, intangible assets, real estate investments and rights), assets (cash) obtained free of charge (including donations), damages, reversed provision, adjustments of write-offs revaluing non-financial assets, revenues from social welfare activities, income from rent or lease of fixed assets or investments in real estate and rights, extraordinary revenues;
- c) financial revenues are for example amounts due for dividends and shares in profit, interest from the loans granted, interest on term deposits, default interest, profit on disposal of investment (sale), reduction of revaluation write-offs of investment values in relation to the total or partial termination of causes resulting in permanent loss of their value, positive surplus exchange differences..

**44. Total costs (costs of obtaining revenues from the whole activity) include:**

- a) costs of products, goods and materials sold include cost of products sold (i.e. basic operational costs decreased by the costs of generating benefits for the need of the unit and corrected by change in stock products) and value of goods and materials sold according to procurement or purchase prices;
- b) other operating costs are costs indirectly related to the unit's operating activity, in particular: loss on disposal of non-financial fixed assets and fixed assets under construction, depreciation of leased or rented fixed assets, unplanned depreciation (impairment charges), penalties, fines, damages, receivables written off partially or fully as a result of bankruptcy, composition or restructuring proceeding, provisions created for certain or highly probable future liabilities (loss on economic transactions in progress), write-offs revaluing non-financial assets, costs of maintaining social facilities, donations or free of charge transferred fixed assets, extraordinary costs;
- c) financial costs are for example interest on bank credits and loans, interest and discount on bonds issued by the unit, default interest, loss on disposal of investments, revaluation write-offs of investment values, negative surplus exchange differences.

**45. Net revenues and costs of sold products, goods and materials which have an influence on the financial result are expressed in actual sales prices taking into account discounts, rebates and reductions, excluding the value added tax (VAT).**

**46. Financial results:**

- a) financial result of the sale of products, goods and materials is the difference between the net revenues from the sale of products, goods and materials and the costs incurred to obtain them (the costs of the products, goods and materials sold);
- b) financial result from other operating activity is the difference between the other operating revenues and the other operating costs. Since 2002 till 2015 the item contained part of extraordinary events related to operating activity and from 2016 all kind of extraordinary events related to operating activity;
- c) financial result from operating activity is the difference between total operating revenues and total operating costs;
- d) result on financial activity is the difference between the financial revenues and the financial costs;
- e) gross financial result is calculated as the difference of total revenues and total costs – in case of surplus of total costs over total revenues, the financial result is recorded with the sign minus (-);
- f) net financial result is a gross financial result reduced by obligatory encumbrances.

**47. Indices:**

- a) cost level indicator is the relation of total costs to total revenues;
- b) gross sales profitability indicator is the relation of the financial result from the sale of products, goods and materials to the net revenues from the sale of products, goods and materials;
- c) gross turnover profitability indicator is the relation of gross financial result to total revenues;
- d) net turnover profitability indicator is the relation of net financial result to the total revenues;



- e) first degree financial liquidity indicator is the relation of short-term investments to short-term liabilities;
- f) second degree financial liquidity indicator is the relation of short-term investments and short-term receivables to short-term liabilities,
- g) third degree financial liquidity indicator is the relation of current assets (stocks, short-term receivables and claims, short-term investments as well as short-term prepayments and accruals) to short-term liabilities.

**48. Current assets** are part of the ownership controlled and used by the entity in its operating activity whose value has been determined in a reliable manner, resulting from past events and bound to generate economic benefits to the entity in the future. They include: inventories (current fixed assets) and short-term: dues, investments as well as deferred expenditure.

**49.** Data on the entities of the national economy come from **the National Official Business Register REGON**, functioning on the basis of the Act of 29th June 1995 on official statistics (Journal of Laws of 2019 item 649, with later amendments) and the Regulation of the Council of Ministers of 30th November 2015 on the mode and methodology of running and updating the state register of economic entities, application, questionnaire and certificate specimens (Journal of Laws item 2009, with later amendments). Its actualisation is based on applications of such entities as well as on data transmitted in electronic form from CEIDG, SIO, KRS and CRP KEP. It is obligatory to enter into the register at the moment of coming into existence or undertaking activity and reporting changes of features provided with the entry as well as deleting the register in the case of liquidation.

**50. "Voivodship cities"** are cities which are the seats of voivod or voivodship regional councils since 1st January 1999.

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

**52.** In data **calculations per capita (1000 population etc.)** as of the end of the year, the number of population as of 31st December was used, whereas data describing the magnitude of a phenomenon within a year – as of 30th June, unless otherwise noted.

**53.** Some information for the last year is presented on the basis of preliminary data and it may change in subsequent publications of the Statistical Office.

**54.** Due to the rounding of data, in some cases component totals can slightly differ from the amount given in the item "total".

**55.** Statistical information originating from sources other than Statistical Office is indicated in the appropriate notes.

**56.** Abbreviations used in the publication are marked in the tables and the graphs with the sign "Δ" with regard to NACE Rev. 2. The abbreviations and their complete names are given below:

abbreviation	full name
sections	
Trade; repair of motor vehicles	Wholesale and retail trade; repair of motor vehicles and motorcycles
Accommodation and catering	Accommodation and food service activities

abbreviation	full name
divisions	
Crop and animal production, hunting	Crop and animal production, hunting and related service activities
Manufacture of products of wood, cork, straw and wicker	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
Manufacture of pharmaceutical products	Manufacture of basic pharmaceutical products and pharmaceutical preparations
Manufacture of metal products	Manufacture of fabricated metal products, except machinery and equipment
Remediation activities	Remediation activities and other waste management services
Wholesale trade	Wholesale trade, except of motor vehicles and motorcycles
Retail trade	Retail trade, except of motor vehicles and motorcycles
Land and pipeline transport	Land transport and transport via pipelines
Catering	Food and beverage service activities
Motion, sound and music publishing activities	Motion picture, video and television programme production, sound recording and music publishing activities
Computer programming and consultancy activities	Computer programming, consultancy and related activities
Financial service activities	Financial service activities, except insurance and pension funding
Insurance, reinsurance and pension funding	Insurance, reinsurance and pension funding, except compulsory social security
Tourism activities	Travel agency, tour operator and other reservation service and related activities
Office administrative and business support	Office administrative, office support and other business support activities

## Objaśnienia znaków umownych

### Symbols

Symbol Symbol	Opis Description
Kreska (–)	oznacza, że zjawisko nie wystąpiło magnitude zero
Kropka (.)	oznacza: brak informacji, konieczność zachowania tajemnicy statystycznej lub że wypełnienie pozycji jest niemożliwe albo niecelowe data not available, classified data (statistical confidentiality) or providing data impossible or purposeless
Znak Δ	oznacza, że nazwy zostały skrócone w stosunku do obowiązującej klasyfikacji categories of applied classification presented in an abbreviated form
„W tym” “Of which”	oznacza, że nie podaje się wszystkich składników sumy indicates that not all elements of the sum are given
Comma (,)	used in figures represents the decimal point

## Ważniejsze skróty

### Major abbreviations

Skrót Abbreviation	Pełna nazwa Complete name
tys.	tysiąc
mln	milion
zł PLN	złoty zloty
t	tona tonne
mm	milimetr millimetre
m	metr metre
m <sup>2</sup>	metr kwadratowy square metre
ha	hektar hectare

Skrót Abbreviation	Pełna nazwa Complete name
km <sup>2</sup>	kilometr kwadratowy square kilometre
m <sup>3</sup>	metr sześcienny cubic metre
dam <sup>3</sup>	dekametr sześcienny cubic decametre
hm <sup>3</sup>	hektometr sześcienny cubic hectometre
kWh	kilowatogodzina kilowatt-hour
GWh	gigawatogodzina gigawatt-hour
°C	stopień Celsjusza centigrade
s	sekunda second
h	godzina hour
r.	rok
cd. cont.	ciąg dalszy continued
dok. cont.	dokończenie continued
itp. etc.	i tym podobne and the like
m.in.	między innymi
Nr No.	numer number
p. proc. pp	punkt procentowy percentage point
poz.	pozycja
str.	strona
tj. i.e.	to jest that is
twz.	tak zwany
ust.	ustęp

Skrót Abbreviation	Pełna nazwa Complete name
Dz. U.	Dziennik Ustaw
PKD	Polska Klasyfikacja Działalności
CEIDG	Centralna Ewidencja i Informacja o Działalności Gospodarczej
SIO	System Informacji Oświatowej
KRS	Krajowy Rejestr Sądowy
CRP KEP	Centralny Rejestr Podmiotów Krajowej Ewidencji Podatników