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Green and Digital Office of
I.K. Akhunbaev Kyrgyz State Medical Academy

– Preliminary Documentation for Deliverable 2.2 –

Table of Contents

1	GDO Mission Statement	2
2	Organisational Structure	3
2.1	Organisational Integration of GDO within the University	3
2.2	GDO Internal Organisational Structure	3
2.3	GDO Staff Profiles	3
3	Service Charter.....	4
3.1	Service Standards	4
3.2	Feedback Mechanisms.....	Ошибка! Закладка не определена.
3.3	Provided Services	4
4	Plan of Activities.....	5
4.1	Responsibilities, Updating Process and Prioritisation Criteria.....	5
4.2	Current Plan of Activities	6
5	Operating Budget	8
5.1	Responsibilities and Updating Process.....	8
5.2	Current Operating Budget	8

1 GDO Mission Statement

“The Green and Digital Office of the KSMA/GDO” means a set of technical, including digital technologies, and motivational measures to develop environmental policy and conserve the university’s resources, and includes the work of the “Coordinating Committee for GDO” and the “Standard of Green and Digital Technologies of KSMA”.

The Office of Green and Digital Technologies of KSMA is an integral part of the implementation of the “Sustainable Development Goals in the Kyrgyz Republic” and the “KSMA Development Strategy for 2023-2027”, aimed at the optimal use of limited resources and the use of environmentally friendly nature-, energy-, and material-saving technologies, maintaining the stability of social and cultural systems, ensuring the integrity of biological and physical natural systems

The mission of the GDO is to promote sustainable development of the university through the implementation of advanced green technologies and digital solutions aimed at reducing the ecological footprint and increasing digital efficiency in academic and administrative activities.

2 Organisational Structure and Assigned Staff

2.1 Organisational Integration of GDO

Organizationally, the GDO is a Coordination Committee on Green and Digital Technologies (The Committee), which operates on a voluntary basis. The Committee includes leading employees of KSMA and external experts. As the Committee develops, funds may be attracted for its functioning and logistical support. The Committee is allocated a room equipped with the necessary equipment at the expense of the Erasmus+ project “Digital and Green Universities for Sustainable Development of Kyrgyzstan” (GreenKG) and KSMA.

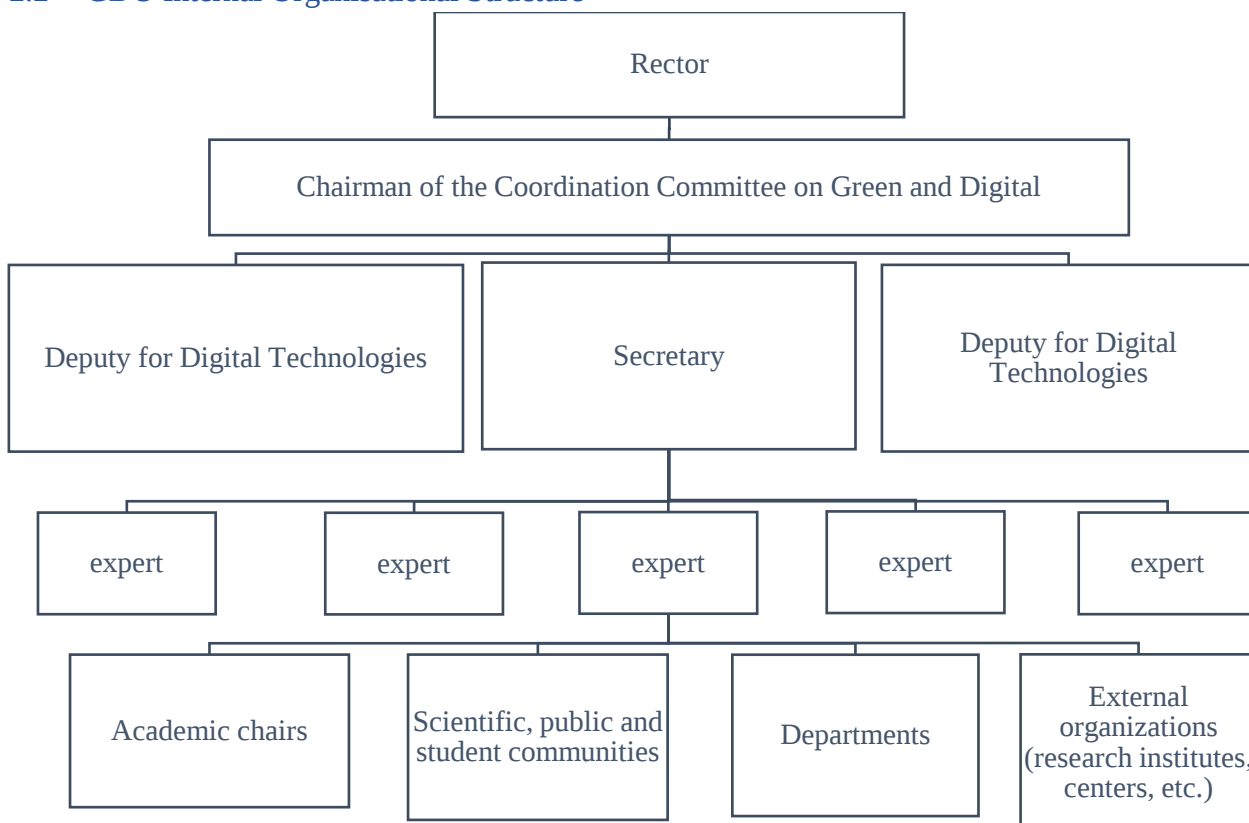
In its activities, the Committee is guided by the KSMA Standard “Green and Digital Office” and this regulation.

The Committee closely cooperates with various structural divisions, faculties, departments, educational and scientific centers, student communities and external organizations.

The Committee helps KSMA structural divisions implement successful changes by working on solutions in the areas of management and HR consulting.

The Committee supports the UN Sustainable Development Goals (SDGs), in particular SDG 12 “Responsible Production and Consumption” and SDG 3 “Health and Well-being”. To achieve these goals, the principles of a systematic approach to responsible consumption, minimization of the amount of resources consumed directly and indirectly, as well as the creation of a comfortable environment for each employee that would help in maintaining and developing both physical and mental health are used.

2.2 GDO Internal Organisational Structure



2.3 GDO Staff and Profiles

The Coordination Committee includes the Chairman, Deputy Chairman for Digital Technologies, Deputy Chairman for Green Technologies, Technical Secretary, experts with experience and knowledge in the field of ecology, digital technologies, experts in sustainable development who work on the implementation of projects aimed at improving environmental sustainability and digitalization of processes in KSMA.

1. Chairperson of the Coordinating GDO for Green and Digital Technologies: Vice-Rector for International Relations and Strategic Development, Doctor of Medical Sciences, Professor G.A. Djumalieva.
2. Deputy Chair for Digital Technologies: Head of the Department of System and Software Engineering, M. Jenishbek kyzy.
3. Deputy Chair for Green Technologies: Head of the Department of Quality Management in Education, A.Zh. Sultashev.
4. Experts:
 1. Head of the Department of Physics, Mathematics, Informatics, and Computer Technologies, Ph.D. N.T. Karasheva.
 2. Professor of the Department of Propaedeutics of Internal Diseases with a Course in Endocrinology and Occupational Pathology, Doctor of Medical Sciences, Ch.K. Chonbasheva.
 3. Member of the Bioethics GDO, Associate Professor of the Department of Public Health and Healthcare Management, Ph.D. T.A. Kudaibergenova.
 4. Assistant Professor of the Department of General Hygiene, Zh.B. Ryskeldieva.
 5. Head, Department of International Relations, T.B. Yusupova.
 6. Head of the Legal Department, A.V. Nadzhafov.
 7. Software Engineer, A.S. Dorofeev.

8. Chief Engineer, G.K. Kulmurshev.
9. Head of the Procurement and Material Support Sector, E.K. Bayakhmetov.
10. Business Incubator, K.Yu. Bogomolets.
11. Representative of the Student Council.

3 Service Charter

3.1 Provided Services

The Committee provides a wide range of services, including the development of policies in the field of green and digital technologies, the implementation of green technologies, the improvement of the digital infrastructure of the university and consulting support in the field of sustainable development:

- development and implementation of projects in the field of green and digital technologies;
- development and implementation of scientific projects aimed at the creation and use of green technologies and digital innovations;
- organization of educational trainings, seminars, special courses on green and digital technologies;
- holding competitions, debates, round tables on environmental issues, green and digital transformation;
- development of telemedicine services;
- search for and attraction of investments for scientific, innovative projects and student start-ups in the field of ecology and digital solutions;
- development of curricula, teaching materials and methodological recommendations in the field of formation of green and digital competencies;
- assessment of the environmental safety of technologies introduced at the university, as well as purchased equipment and materials.

3.2 Service Standards

The Committee adheres to the “KSMA Standard of Green and Digital Technologies” in its work, including the introduction of environmentally friendly green technologies and digital solutions that meet international standards of sustainability and digitalization.

3.2.1. Feedback mechanisms include:

- public discussions at the KSMA Councils and Committees (Academic Council, Council for Education Quality, Rector's Council, Board of Trustees, Academic Council for Science, Faculty Academic Council, Finance Committee, Bioethics Committee, etc.). Decisions, reports and proposals for improving the university and the work of the Green Office are submitted for discussion to the KSMA public councils;
- regular surveys among students, employees and other stakeholders;
- focus group discussions, working meetings;

3.2.2. Action Plan. The Committee carries out its activities on the basis of the Plan, developed for each academic year, and which is an integral part of the KSMA Development Strategy Implementation Plan.

3.2.3. Prioritization of tasks and measures. Tasks and action plans of the office can be prioritized according to the following criteria:

- by the degree of harmful impact on the environment
- by the lowest cost and availability of resources
- by the degree of economic effect

3.2.4. Update process. The committee should update its strategies, technologies, and approaches through:

- Regular analysis of achievements and results to identify the need for changes;
- Updating plans and procedures based on new data, technologies, or changes in legislation;
- Implementation of new technologies and optimization of processes in response to global trends in sustainable development and digitalization;
- Feedback from project participants to adjust tasks and goals.

4 Plan of Activities

4.1 Responsibilities, Updating Process and Prioritisation Criteria

4.1.1. Responsibilities

The Chairman of the Committee is responsible for:

- Organization and work of the Committee;
- Development of policies for the implementation of green and digital technologies;
- Interaction with various departments, students, teachers and external partners to ensure the implementation of the policy;
- Formation of the Office budget by attracting investments based on an analysis of needs and opportunities in the field of new technologies and resources;
- Monitoring the implementation and completion of projects, analysis of self-assessment reports on the effectiveness of results and recommendations for improvements.

The Deputy Chairman for Green Technologies coordinates issues on:

- Initiation of green projects, search for and attraction of investments;
- Planning and implementation of green projects;
- Monitoring and management of resource use (light, water, materials, etc.);
- Preparation of data for participation in the GREEN METRICS rating;
- Organization of seminars, workshops on green technologies;
- Preparation of reports, self-assessment of the effectiveness of the results and recommendations for improvements.

The Deputy Chairman for Digital Technologies is responsible for:

- Initiation of digitalization projects, search for and attraction of investments;
- Planning and implementation of digitalization projects;
- Study of new digital competencies to modernize current curricula and develop new ones;
- Ensuring data privacy and security, as well as compliance with relevant digital ethics standards;
- Organizing seminars and workshops on digital technologies.
- Preparation of reports, self-assessment of the effectiveness of the results and recommendations for improvements

Technical Secretary:

- Organization of Committee meetings, preparation of material for Committee meetings;
- Keeping minutes of meetings;
- Coordination and interaction with committee members, external organizations and stakeholders;
- Monitoring the implementation of Committee decisions by responsible persons, implementation deadlines;

- Resolving organizational issues related to the work of the Committee: processing correspondence, supporting the work of the Committee members.

Experts:

- Developing recommendations for the implementation of green and digital solutions in the activities of KSMA;
- Evaluating and analyzing scientific innovation projects and start-ups related to improving environmental sustainability and digitalization of processes;
- Participating in the development of long-term strategies and plans, as well as in determining priority areas for the implementation of green and digital technologies;
- Conducting scientific research aimed at the creation and use of green and digital technologies.
- Evaluating and analyzing current and promising areas for the implementation of telemedicine;
- Assessing the impact of proposed solutions on the environment, energy saving, digital infrastructure and public interests;
- Interacting with international organizations, businesses, government agencies, scientific institutions and NGOs to discuss and promote green and digital initiatives.
- Participation in organizing and holding seminars and workshops on green and digital technologies
- Participation in the development of training programs, training materials and methodological recommendations in the field of developing green and digital competencies
- Preparation of analytical reports on assessing the effectiveness and implementation of measures, development of recommendations for improvement.

4.1.2. Updating Process

The GDO must update its strategies, technologies, and approaches through:

- Regular analysis of achievements and results to identify the need for changes.
- Updating plans and procedures based on new data, technologies, or changes in legislation.
- Implementing new technologies and optimizing processes in response to global trends in sustainability and digitalization.
- Gathering feedback from project participants to adjust tasks and goals.)

4.2 Currently Plan of Activities

No.	Activities	Expected result	Responsible person	Deadline	Notes
1.	Implementation of a waste separation system	Bins for separate waste collection (plastic, paper, glass, batteries) have been installed in all buildings and dormitories of KSMA	GDO, Student Council, Business Incubator	31.08.2025	
2.	Implementation of a smart control system for electrical appliances and water consumption in the main building of KSMA.	Automatic switching on/off of lighting and water is installed using motion sensors/sensors	GDO, Administrative and economic departments	31.08.2025	
3.	Implementation of a “Virtual Laboratory” for laboratory work at the	The VL software has been installed at the departments	GDO, Systems and Software Office,	01.12.2025	

	Department of Biochemistry and Microbiology.		Academic Chairs		
4.	Complete transition to energy-saving lighting and equipment	Replacement of all lighting fixtures with energy-saving ones and further acquisition of equipment with energy efficiency class A	GDO, Administrative and economic departments and Tender Department	As needed	
5.	Complete transition to electronic document management (EDM)	Use of the Electronic Records Management System by all KSMA employees	Systems and Software Office, Human Resources Department (registration of all users), all structural departments of KSMA	30.05.2025	
6.	Implementation of cloud solutions for managing academic and administrative processes.	Transition to cloud services	GDO and Systems and Software Office	31.12.2025	
7.	Development and implementation of digital teaching and methodological kits	Use of the Central Educational and Methodological Complex in all departments	GDO, Academic Affairs Department, Systems and Software Office, Academic Chairs	30.05.2025	
8.	Automation of management of applications for the purchase of goods and services.	Implementation and use of a unified system for registration and execution of applications	GDO, Systems and Software Office	01.09.2025	
9.	Reduction of heating costs by using heat-saving materials in the construction of new buildings.	Use of heat-saving materials in further construction of KSMA facilities	GDO, Production and Operational service, subcontractors	Upon request	
10.	Inclusion of sustainable development issues in the educational process through the development and publication of educational and methodological literature.	Educational and methodological literature for students has been developed and published, including issues of sustainable development	GDO, Academic Chairs, Center for Continuous and Distance Learning	Within academic year 2024-2025	
11.	Development of	Developed and	GDO,	Within	

	environmental and digital culture of students and employees	implemented modules and electives for students; Conducting public events; Organizing advanced training courses for teaching staff	Academic Chairs, Dean's offices, Office of Socially Educational, Organizational and Mass Work, Center for Continuous and Distance Learning	academic year 2024-2025	
12.	Cooperation with universities, research centers, commercial and public organizations, government agencies at the regional and international levels in the field of green and digital technologies and innovations.	Joint projects, start-ups, double degree programmes, joint research in the field of green and digital technologies and innovations.	GDO, International Relations Department, Academic Chairs, Scientific Centers of KSMA	Always	

5 Operating Budget

5.1 Responsibilities and Updating Process

5.1 Responsibilities and Updating Process

The Chairperson is responsible for formulating the office budget by attracting investments. Budget updates occur based on the analysis of needs and opportunities in the area of new technologies and resources.

Financing of the Green Office activities is possible at the expense of international and other grants, public funds, the budget of KSMA.

Expenses for the Green Office activities should be provided for in the general budget of KSMA;

Budget updates are based on the analysis of needs and opportunities in the field of new technologies and resources.

5.2 Current Operating Budget

The current operating budget of the GDO for 2024 amounts to Euro 16,600, allocated for the acquisition of equipment necessary for the GDO's operations.

To support its activities, the GDO will be equipped with following equipment:

Name of equipment	Cost for one unit in euro	Number of items	Total sum in euros
Laptop Intel Core i7-1355U, 16GB DDR5, 512GB M.2 NVMe PCIe, Intel® Iris® Xe, 15.6" IPS FULL HD (1920x1080)	660	5	3300
Multifunctional Machine (printer, copy, scanner) MF3010, A4,18ppm(cpm),1200x600dpi,50-	300	2	600

200%,1200x2400dpi,USB			
Computer Monitor: 27" IPS FULL HD. CPU: Intel Core i5, PSU: 500W 80 PLUS, SSD: 512GB NVME RAM: 16GB DDR4, MB: B760M	700	1	700
Interactive panels UHD panel. Floor version with a mobile stand. Screen (20 touches, 65 inches, 3840x2160 (4K UHD)) with tempered glass + computer + IT Sensor Board	2000	6	12000
Grand total		14	16600