



# REPORT OF SURVEILLANCE PROJECT ON GREEN AND DIGITAL TRANSFORMATION OF Diplomatic Academy of the Ministry of Foreign Affairs of Kyrgyz Republic



# Introduction

- The report of surveillance project constitutes a component of the ongoing project titled “Digital and Green Universities for the Sustainable Development of Kyrgyzstan”, identified by the acronym GREENKG, under the ERASMUS-EDU-2023-CBHE call, specifically addressing the ERASMUS-EDU-2023-CBHE-STRAND-3 topic.
- The project addresses the need of DA MFA to increase the knowledge and capacities of DA MFA to build and implement green and digital university policy, by supporting the definition, implementation and monitoring of reform processes that is going to be done based on the developed and approved national Green and Digital University Model.

# Introduction

- The report of the surveillance project is based on the continuation of the online survey on current green and digital capacities of partner universities with SWOT and comparative analysis of the HEIs, conducted online in February 2024; smoothly continuing the agenda of online training sessions, study tour to Vilnius, and ToT workshops conducted at the Issyk-Kul Lake, Cholpon-Ata town.
- The report of the surveillance project will provide a background for the objectives of WP2 and will help with the further development of a Green and Digital University Model, development of a GDU roadmap, creation of GD office in DA MFA, development of a mandatory interdisciplinary course on Green Dimensions and development, and one elective locally tailored microcredential module of DA MFA in order to achieve the project objective.

# Members of the working group

1. Kylychev Akylbek, rector of DA MFA KR
2. Baitugolova Janara, vice-rector of DA MFA KR, coordinator of the project
3. Duishebaeva Gulzada, senior specialist of International Relationship Department
4. Jolochubekov Nursultan, IT-specialist
5. Diushenova Nurgul, Head of Educational and Methodological Department
6. Maksat Adina, leading specialist in International Relationship Department

## GDO MISSION



**DA MFA MISSION** to train highly qualified specialists in the field of international relations and diplomacy, capable of effective participation in setting and solving foreign policy tasks of the Kyrgyz Republic in order to strengthen the ties of academic science and diplomatic practice

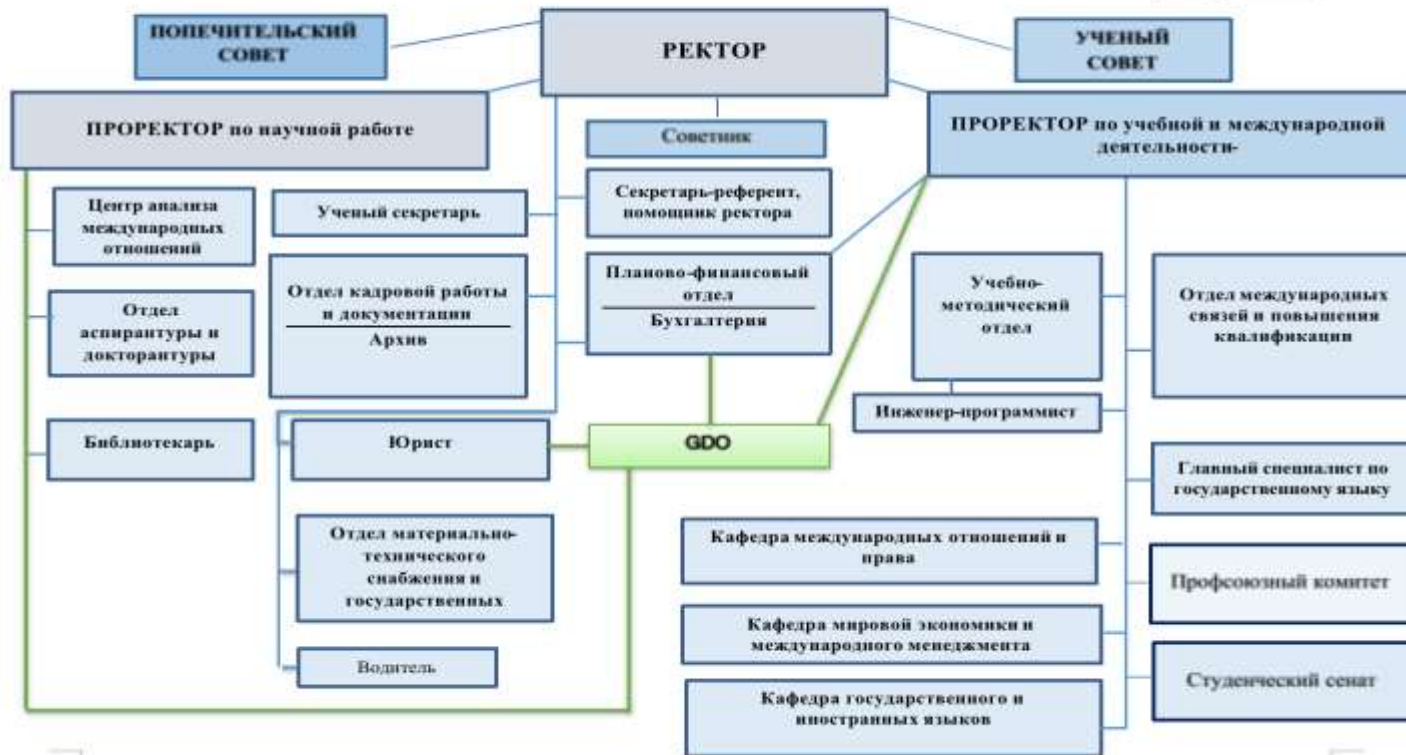
To serve as a hub for green and digital initiatives and decisions, promoting sustainable practices and digital transformation in line with the Academy's mission to prepare highly qualified specialists in international relations and diplomacy



**ОРГАНИЗАЦИОННАЯ СТРУКТУРА**  
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Кыргызской Республики им. К. Дикамбаева

«Утверждаю»  
Ректор ДА МИД КР  
Кыргызской Республики  
А.М. Кырычев

« \_\_\_\_\_ » \_\_\_\_\_ 2024 г.



# GDO functions

- To analyse stakeholders and their needs of (internal and external)
- To develop GD policy and framework, guidelines, RM, WP, budgeting
- To raise awareness of the stakeholders through training and
- counselling on the green and digital approach
- To develop communication strategy and plan for implementing the green and digital policy
- To develop green and digital initiatives (state, business, and donor supported projects)
- To develop and promote start ups on green and digital approach
- To set up and develop network with stakeholders on the green and digital ideas
- To develop DA MFA e-platform and date of curriculum, qualifications, T&L resource, ideas, projects, stakeholders, needs, etc.



# Job descriptions

## 1. Head of the Green and Digital Office

**Job Description:** General management of the office, strategic planning, coordination of all projects and initiatives, interaction with external partners and donors, reporting to the management of the academy.

## 2. Green Coordinator\*

**Job Description:** Development and implementation of environmentally sustainable projects and initiatives, monitoring of environmental performance, conducting educational activities on sustainable development.

## 3. Digitalization Coordinator

**Job Description:** Development and implementation of digital technologies in the educational process and administrative functions of the Academy, ensuring cybersecurity, training employees and students in digital skills.





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# Job descriptions

## 4. IT Specialist

**Job Description:** Support and maintenance of the IT infrastructure of the office, ensuring the smooth operation of digital platforms, technical support for users.

## 5. Sustainability Expert

**Job Description:** Consulting on sustainability issues, conducting research and data analysis, preparing recommendations and reports.

## 6. Administrative Assistant

**Job Description:** Office administration, record keeping, meetings and events.

# SERVICES of GDO

## 1. Development and Implementation of Sustainability Strategies:

- Introduction of eco-friendly technologies and practices into administrative and educational processes.

## 2. Digitalization of the Educational Process:

- Implementation of modern digital tools and platforms to enhance the quality of education.
- Providing access to digital resources for students and faculty.

## 3. Educational Programs and Training:

- Organization and conducting of seminars, trainings, and lectures on sustainability and digital technologies.
- Raising awareness about the importance of ecological sustainability and digital literacy among students and staff.

# SERVICES of GDO

## 4. Partnerships and Collaboration:

- Establishing and maintaining partnerships with other universities, organizations, and international agencies for exchanging experience and resources.
- Participation in international programs and projects on green sustainability and digitalization.

## 5. Consultations and Support:

- Providing consultancy services on sustainability and digitalization issues for students, faculty, and staff.
- Technical support and training on the use of digital tools and platforms.

## 6. Educational Resources:

- Organization of accessible online courses and webinars, e-libraries.

# SERVICES of GDO

## 7. Projects and Initiatives:

- Coordination and support of student and faculty projects aimed at improving ecological sustainability and digital literacy.
- Organization and conducting of events such as ecological campaigns, hackathons, and competitions on digital innovations.

## 8. Cybersecurity:

- Ensuring cybersecurity and data protection for the academy.
- Conducting trainings and seminars on cybersecurity for students and staff.

## 9. Monitoring and Reporting:

- Monitoring the academy's ecological indicators and preparing reports on the achieved results.
- Data analysis and preparation of recommendations for improving the academy's ecological and digital strategy.

# Green Initiative

## Eco bags for family and other events

1. To negotiate and set up a green business partners
2. To conduct the market analysis (PPPP)
3. To develop Business plan with co-financing approach
4. To estimate the budget
5. To implement Business plan

**Timeframe (2025 – 2027)**

# Digital Initiative

## Digitalization of administration and document management

1. Document management, orders, EDS
2. Electronic digital signature
3. Cloud document storage
4. KPIs of employees
5. Rules & ethics of using green cyber environment
6. Corporate sustainability
7. Communication

**Timeframe (2025 – 2027)**