

DRAFT

PROVISIONS

**on the Sustainable Development Goals
Project Office of
the NJSC "Kazakh National Research
Technical University named after K.I. Satbayev"**

1 Main purpose

1.1 The Sustainable Development Goals Project Office (hereinafter referred to as the SDG Project Office or PO for SDG) is a structural division of the NJSC Kazakh National Research Technical University named after K.I. Satbayev (hereinafter referred to as the University or KazNRTU).

1.2 The SDG project office is subordinate to the Rector of the University.

1.3 The SDG project office is managed by the head of the SDG Project Office, who is appointed and dismissed by the order of the University Rector.

1.4 The purpose of the SDG Project Office is the introduction of the goals and objectives of sustainable development into the activities of the University.

– The main task of the Project Office is the formation of a strategy and policies on sustainable development at the University using project management tools, including regulatory, methodological and organizational support for the implementation process;

1.5 In the absence of the head of the SDG Project Office (vacation, illness, business trip and other reasons), his/her duties are performed by the chief manager of the SDG Project Office.

1.6 Employees of the SDG Project Office are appointed and dismissed by the order of the University Rector upon the recommendation of the head of the SDG Project Office.

1.7 Employees of the SDG Project Office have to meet the qualification requirements for their positions and perform work in accordance with job descriptions.

1.8 The SDG Project Office, in carrying out the tasks assigned to it, independently interacts with all structural divisions of the University, third-party enterprises, organizations, and government bodies.

2 Regulatory basis for activities

- Constitution of the Republic of Kazakhstan as of August 30, 1995;
- Law of the Republic of Kazakhstan “On Education” as of July 27, 2007. No. 319–III 3PK;
- Law of the Republic of Kazakhstan “On Combating Corruption” as of November 18, 2015. No. 410-V;
- Law of the Republic of Kazakhstan “On Science” as of February 18, 2011. No. 407-IV;
- Law of the Republic of Kazakhstan “On Joint Stock Companies” as of May 13, 2003. No. 415-II;
- Law of the Republic of Kazakhstan “On Non-Profit Organizations” as of January 16, 2001. No. 142-II;
- Law of the Republic of Kazakhstan as of October 31, 2015. "On the commercialization of the results of scientific and (or) scientific and technical activities";

- Labor legislation, labor protection and safety rules and regulations; sanitary rules and regulations, fire safety requirements;
- Charter of the NJSC “Kazakh National Research Technical University named after K.I. Satbayev”;
- Quality Manual and Quality Policy of NJSC KazNRTU named after K.I. Satbayev;
- A project management standard “Project Management Body of Knowledge” (PMBOK).

3 Division structure

The staff of the SDG Project Office consists of: head, chief manager, and managers.

Distribution of responsibilities among SDG Project Office employees is carried out by the head of the PO for SDG in accordance with job descriptions.

Qualification requirements:

- 1) Head of the SDG PO: higher (or postgraduate) education in the relevant field of training and work experience in the specialty, including in management positions for at least 5 years;
- 2) Chief manager of the SDG Project Office: higher (or postgraduate) education in the relevant field of personnel training and work experience of at least 5 years;
- 3) Manager of the SDG Project Office: higher (or postgraduate) education in the relevant field of training and work experience in the specialty of at least 2 years

4 Functions of the division and distribution of responsibilities

4.1 Studying the best practices of sustainable development and developing ways to adapt them for implementation in the activities of the University;

4.2 Organizing the development of a Strategy for the University’s Sustainable Development Goals;

4.3 Formation of sustainable development policies together with the relevant structural divisions of the University;

4.4 Development and analysis of the implementation of the Action Plan for the implementation of sustainable development goals;

4.5 Consulting the structural divisions of the University in the development and implementation of sustainable development tasks and projects, based on the principles of the UN global treaty and project management standards;

4.6 Involving teaching staff, administration and students in the implementation of projects aimed at building commitment to sustainable development goals;

4.7 Promoting cooperation with the international academic community, organizations, institutions, non-governmental organizations, business and government agencies on issues of sustainable development;

4.8 Organization and holding of republican and international conferences, seminars and other events aimed at sustainable development;

4.9 Assistance to Institutes, Centers and structural divisions of the University in the formation and creation of educational programs and projects in the field of sustainable development;

4.10 Participation in the development and coordination of programs for the exchange of experience among University employees for the purpose of sustainable development, including through foreign internships and business trips;

4.11 Formation of a knowledge base on benchmarks, cases and prospects of sustainable development;

4.12 Formation and organization of monitoring of a portfolio of projects on issues of sustainable development, including assessment of risks, effects and lessons learned;

4.13 Inclusion of sustainable development issues in all areas of the University's activities (educational, scientific, social, cultural, managerial, etc.);

4.14 Coordination of work to promote the attraction of financial resources (grants) from Kazakh and foreign public and private funds, organizations, institutions for the implementation of sustainable development projects;

4.15 Introduction of project management principles into activities related to sustainable development issues.

5 Work planning and reporting

5.1 Annual work plans of the SDG Project Office are drawn up by the administration of the SDG PO and approved by the Rector. Once a year, the Rector is presented a report on the work of the PO on SDG.

5.2 The procedure for planning SDG Project Office activities and reporting to senior management, university departments and external organizations is presented in the form of a calendar matrix of works (Appendix B).

5.3 The report for Management Analysis is submitted in June to the Corporate Development Department.

6 Interactions and connections with other departments

Divisions	Types of work, documents, material assets	
	List of incoming documents	List of outgoing documents
All divisions	Interaction on sustainable development issues	Interaction on sustainable development issues
Department of Legal Support and Public Procurement, Department of Documentation Support and Development of the State Language	Orders, Instructions, Regulations, Nomenclature of cases,	SDG Project Office work plan
	Regulatory documents, internal documents, external and internal correspondence transmitted by management for execution	Information about the execution of work

Department of Information Technologies, Infrastructure Management Department	Necessary services to create conditions for high labor productivity Development and introduction of AIS	High-quality work performance
HR Service	Inquiries about employees	Employee information
Corporate Development Department	The University's quality policy and goals, Information based on the results of: surveys, internal and external audits, Interaction on corporate governance issues	Management analysis reports, Corrective action plans for internal and external audit discrepancies, development programs of the division

7 Material and information support

7.1 Material and information support for the SDG Project Office is carried out as needed on the basis of applications in accordance with the requirements of documented procedures.

7.2 Equipment repairs, printer refills, and software installation for the SDG Project Office are carried out by the Institute of Digital Technologies and Professional Development on the basis of requests.

7.3 Accounting for material assets is maintained by a materially responsible person appointed by the Head of the SDG Project Office.

8 Ensuring working conditions and personnel safety

Ensuring working conditions and personnel safety is carried out in accordance with the legislative framework of the Republic of Kazakhstan and the regulatory documentation of the university.

9 Records management and confidentiality

9.1 In the SDG Project Office, office work is carried out in accordance with the “Consolidated Nomenclature of activities of KazNRTU named after K.I. Satbayev”, approved in the prescribed manner, in accordance with the requirements of the relevant documented procedures (Appendix B).

9.2 Each SDG Project Office employee bears full responsibility for the safety and non-disclosure of confidential information accessed during the performance of their official duties.