



## **On approval of the Rules for the organization and operation of informatization objects in science**

### *Invalidated Unofficial translation*

Order of the Acting Minister of Education and Science of the Republic of Kazakhstan dated December 24, 2021 № 606. Registered with the Ministry of Justice of the Republic of Kazakhstan on December 28, 2021 № 26144. Expired by order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated 19.08.2024 № 410.

### **Unofficial translation**

Footnote. Expired by Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated 19.08.2024 № 410 (effective from .01.09.2024).

In accordance with subclause 16-3) of Article 4 of the Law of the Republic of Kazakhstan “On Science”, **I HEREBY ORDER:**

1. To approve the attached Rules for the organization and operation of informatization objects in science.

2. The Committee of Science of the Ministry of Education and Science of the Republic of Kazakhstan shall ensure:

1) state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) posting this order on the Internet resource of the Ministry of Education and Science of the Republic of Kazakhstan;

3) within ten working days after the state registration of this order, submission to the Legal Department of the Ministry of Education and Science of the Republic of Kazakhstan of information about implementation of measures, provided for in subclauses 1) and 2) of this clause.

3. Control over execution of this order shall be entrusted to the supervising Vice Minister of Education and Science of the Republic of Kazakhstan.

4. This order shall be enforced upon expiry of ten calendar days after the date of its first official publication.

*Acting Minister*

*Sh. Karinova*

“APPROVED”

Ministry of Digital Development,  
Innovations and Aerospace  
Industry of the Republic of Kazakhstan

## **Rules for the organization and operation of informatization objects in science**

### **Chapter 1. General provisions**

1. These Rules for the organization and operation of informatization objects in science (hereinafter referred to as the Rules) have been developed in accordance with subclause 16-3) of Article 4 of the Law of the Republic of Kazakhstan “On Science” and shall determine the procedure for the organization and operation of informatization objects in science.

2. Automation of processes between informatization subjects is carried out by creating and (or) developing informatization objects, taking into account technical and functional characteristics to provide an information system for centralized collection.

3. In these Rules, the following basic concepts are used:

1) subjects of informatization - state bodies, individuals and legal entities carrying out activities or entering into legal relations in the field of science and scientific and technical activities;

2) Organizer of informatization in the field of science – Joint Stock Company “National Center of State Scientific and Technical Expertise”;

3) informatization objects - electronic information resources, software, Internet resource and information and communication infrastructure;

4) information system for centralized collection and storage of electronic information resources in the field of science (hereinafter referred to as the IS of centralized collection) is an information platform, the possessor and (or) owner of which is the Organizer of informatization in the field of science.

### **Chapter 2. Procedure for the organization and operation of informatization objects in science**

4. The organization and functioning of informatization objects is carried out by subjects of informatization, through a personal account of centralized collection IP, in accordance with the Law of the Republic of Kazakhstan "On Informatization" (hereinafter referred to as the Law). The Organizer of informatization in the field of science (hereinafter referred to as the Organizer) organizes data flows in the information environment in five areas:

1) informational – provision of a unified informational space of science;

2) administrative – informational provision of management decisions at all levels of science management;

3) operative – implementation of network monitoring and administration systems, backup storage and data processing, organization of system maintenance;

4) technological - resource provision, structuring of subsystems depending on current requirements, formation of a single technological complex and methods, use of innovative technologies, optimization and technological consulting;

5) resultative – monitoring and assessment of the quality of scientific and scientific and technical activities using the IS of centralized collection.

5. Access to the informatization object shall be provided by the subject of informatization, which is its possessor and (or) owner in accordance with the agreement on the right of access concluded with the subject of informatization.

6. The organization and functioning of informatization objects with informatization subjects shall be carried out on an ongoing basis, in electronic form, including with the attachment of electronic documents or copies of documents in electronic form.

7. The functioning of the IS of centralized collection shall be carried out in existing networks and communications through a single gateway to access the Internet and (or) a single gateway of "electronic government".

8. Technical and functional characteristics for informatization objects shall be published on the official Internet resource of the Organizer, as well as in the IS of centralized collection.

9. Information provided by informatization subjects for integration with the IS of centralized collection shall be signed with an electronic digital signature.

10. The processing of information containing personal data shall be carried out by the subject of informatization, the Organizer, taking into account the requirements of the legislation of the Republic of Kazakhstan in the fields of informatization and personal data protection.

11. The subject of informatization, which is the possessor and (or) the owner of the informatization object, shall ensure the transfer of information from the informatization object to the IS of centralized collection.

12. The Organizer shall provide access to the IS of centralized collection, as well as shall carry out methodological support for the functioning and formation of electronic information resources in the field of science, as well as centralized collection, analysis and storage, ensuring the safety and confidentiality of electronic information resources obtained from informatization objects by means of:

1) conclusion of agreements with the subjects of informatization, which are the possessors and (or) the owners of the informatization objects on integration with the IS of centralized collection;

2) analysis of the IS of centralized collection objects, storage, safety and confidentiality of electronic information resources received from the subjects of informatization.

Posting information in the IS of centralized collection shall be carried out by the following methods:

- 1) through a personal account;
- 2) through other interaction of the informatization objects with the IS of centralized collection.

13. When posting information through other interaction of the informatization objects with the IS of centralized collection, the subject of informatization, which is the possessor and (or) the owner of the informatization object, shall submit to the IS of centralized collection an application for registration and integration of the informatization object (hereinafter referred to as the Application).

14. The subjects of informatization shall indicate in the application their functions (competencies) in the IS of centralized collection, by selecting from the reference table in the IS of centralized collection.

15. The Organizer, within 5 working days, shall consider the application and shall notify the subject of informatization, which is the possessor and (or) owner of the informatization object, about approval or refusal to register the application by sending it to the email address specified in the application.

16. In case of inconsistency of information with Appendices 1,2 of these Rules, the Organizer shall decline the registration of the application.

17. Upon approval of the application, the Organizer shall conclude an agreement for 5 years with the subject of informatization, which is the possessor and (or) owner of the informatization object, on the integration of the informatization object with the IS of centralized collection and shall test the informatization object.

18. Integration of the informatization object with the IS of centralized collection shall be carried out in accordance with the technical and functional characteristics published on the official Internet resource of the Organizer, as well as in the IS of centralized collection.

19. When integrating of the informatization object or the IS of centralized collection with the informatization objects of "electronic government", the integration shall be carried out according to the requirements of clause 1 of Article 43 of the Law.

20. The Organizer shall maintain the register of informatization objects in the IS of centralized collection.

21. Exclusion from the register of informatization objects by the Organizer shall be carried out in the following cases:

- 1) decommissioning of the informatization object;
- 2) on the basis of an application of the subject of informatization, which is the possessor of the informatization object.

22. Access to information to the authorized body in the field of science, including for posting information in the IS of centralized collection, shall be carried out through a personal account.

23. Access to information in the IS of centralized collection shall be provided by providing functionality in personal accounts after passing the registration procedure and inclusion in the register of informatization objects.

24. Storage of information in informatization objects and in the IS of centralized collection shall be provided by the subjects of informatization and the Organizer.

25. Subjects of informatization shall transfer information to the Organizer in compliance with the requirements of the legislation of the Republic of Kazakhstan in the field of informatization, information security and personal data protection.

26. To ensure the reliability and safety of the functioning of informatization objects by technical means that are used to store, process and transmit information, it is necessary to comply with the requirements of the legislation of the Republic of Kazakhstan in the field of information security, including in terms of ensuring information security, the Uniform requirements in the field of information and communication technologies and information security, approved by the Decree of the Government of the Republic of Kazakhstan dated December 20, 2016 No. 832.

27. Informatization objects shall be provided with the function of receiving and transmitting applications from informatization subjects, by integrating with the IS of centralized collection.

28. The subject of informatization shall post information through a personal account in the informatization object and shall receive a notification of confirmation of the placement of information with registration of the date of receipt of information in the IS of centralized collection.

29. The use of functionality in informatization objects shall be carried out in accordance with the access rights granted to the subjects of informatization.

30. Informatization objects shall be provided with functioning in a continuous mode.

31. The Organizer and subjects of informatization that are possessors and (or) owners of informatization objects shall ensure:

- 1) uninterrupted round-the-clock operation of informatization objects;
- 2) prompt restoration of the operability of informatization objects;
- 3) monitoring events and the current state of the IS of centralized collection and informatization objects.

## List of documents, required for registration of an application and integration of the informatization object

1. Cover letter (in Kazakh or Russian).
2. Certificate of state registration of a legal entity (for legal entities) or an identity document (ID card/passport of a citizen of the Republic of Kazakhstan (for individuals)).
3. Application for registration and integration of the informatization object in the IS of centralized collection in Kazakh or Russian.
4. Document, authorizing the applicant by the owner (possessor) of the informatization object.
5. An act with a positive test result for compliance with information security requirements.
6. Document confirming the creation of its own operational information security center and ensuring its functioning.
7. Collaboration Agreement on information security.

Appendix 2  
to the Rules for the organization and  
operation of informatization objects  
in science

## Application for registration/integration of the informatization object

1. Personal data of the applicant – an individual:
Surname, name, patronymic (if any);
Home address;
IIN;
Contact data (mobile phone, e-mail).
2. Personal data of the applicant – a legal entity:
Name of the legal entity;
BIN;
Legal address;
Contact data (telephone, e-mail);
Head of the organization;
Brief description of main areas of activities.
3. Data of the responsible person:
Surname, name, patronymic (if any);
Position;
Contact data (telephone business/cellular, e-mail).
4. Information about an informatization object
Name of the informatization object
General characteristics about the informatization object

List of rendered services
Information about commissioning
Information about testing for compliance with information security requirements
Collaboration Agreement on information security.

Head of organization – the applicant / Surname, name, patronymic (if any), of the applicant

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(signature, date)

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