



**Organization for Security and Co-operation in Europe**  
**Programme Office in Bishkek (POiB)**

**NOTE TO THE FILE**

Bishkek, 22.01.2024

**To:** Ekaterine Nakashidze, Deputy Head of Programme Office, Office of the Head of Mission (OHoM); Miodrag Ristic, Chief of Fund Administration, FAU; Colin McCullough, Senior Planning and Co-ordination Officer, OHoM.

**From:** Aidai Erkinbek kyzy, National Project Officer, Politico-Military Department (PMD).

**CC:** Alexander Eliseev, Head of PMD; Amangeldi Dzhumanaliev, National Programme Officer, OHoM; Elvira Zhekeeva, National Civil Engineer, PMD; Alibek Mukambaev, Project Associate, PMD; Aigul Zhusupova, National Procurement Officer, FAU; Mahabat Maideeva, National Finance Officer, FAU.

**Subject:** Request to approve additional repair works and furniture under Activity 2.3 of Result 2 of the Extra-budgetary (ExB) project #5300750 entitled “Improvement of SALW and CA life-cycle management capacity of Ministry of Defense of Kyrgyz Republic”.

This Note to the File has been drafted in order to properly document the changes under Task/Result 2 (Improved personnel capability in life-cycle management through development of training programme of the MoD of the Kyrgyz Republic) of the ExB project # 5300750 entitled “Improvement of SALW and CA life-cycle management capacity of Ministry of Defense (MoD) of Kyrgyz Republic”.

The budget of **Activity 2.3** (Refurbishing and equipping PSSM training classroom in Osh) is proposed to be increased by **EUR 13,000** from **EUR 22,440** to **EUR 35,440** to cover expenses related to additional refurbishment works and purchase of furniture for two classrooms.

The MoD training classrooms in Osh serve a critical role, providing essential training and education to MoD personnel located in southern military units. While the classrooms have undergone complete refurbishment and initial training sessions commenced in November 2023, the presence of outdated furniture and inadequate sanitation facilities pose inconveniences for both experts (instructors) and participants of training courses. In this regard, the project will provide classroom furniture (office cabinet, desks and chairs) for two classrooms and construction materials for the establishment of a sanitation facility within the military unit. It is important to note that the MoD will be responsible for executing all construction activities. The target completion date for the construction works is set for 5 April 2024. This deadline aligns with the upcoming round of Physical Security and Stockpile Management (PSSM) courses scheduled to take place from 15 to 26 April 2024.

In this regard, the following additional lines were added, entailing a budget increase of EUR 13,000 from EUR 22,440 to EUR 35,440:

<b>Title</b>	<b>Quantity</b>	<b>Price (EUR)</b>
Office cabinet	1	300
Desk	18	2,000
Chairs	36	2,700
Construction materials	1	8,000

This change (additional EUR 13,000) will be covered from **Activity 3.1** Addressing immediate safety risks and enhancing SALW and CA storage facility in Buzhum. Total amount of Activity 3.1 is EUR 830,128.

As ongoing discussions with the MoD continue to provide further clarity on the construction of storage facilities in new locations, an amendment to the project proposal incorporating all significant modifications will be formulated. Concurrently, this Note to the File is being developed to secure additional budget allocations for items such as office furniture and construction materials essential for the establishment of MoD classrooms.

The revised Project budget is attached for ease of reference.

*Annex 1. Revised Project Budget*

**Approved:**

*Nakashidze* 29/01/2024  
(signature) (date)

Ekaterine Nakashidze / Deputy Head of Programme Office

*M.Dmytrychenko* 29.01.2024  
(signature) (date)

Miodrag Ristic / Chief of Fund Administration

*C. Colin McCullough* 24.01.2024  
(signature) (date)

Colin McCullough/ Senior Planning and Co-ordination Officer, OHoM