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June 25, 2024

Dr. Gazi Md. Saifuzzaman
Director General (Grade- 1)
Department of Youth Development-DYD
Ministry of Youth and Sports
Jubo Bhaban, 108, Motijheel, Dhaka-1000, Bangladesh

**Subject: Invitation to Advisory Committee Meeting to Finalize First Year Work Plan of NYC
Capacity Development**

Dear Sir,

Greetings from Plan International Bangladesh!

We are pleased to inform you that, following the Memorandum of Understanding (MoU) signed on March 31, 2024, between DYD and Plan International Bangladesh, we have been actively working towards promoting comprehensive youth development through leadership, gender equality, and climate resilience. In alignment with the MoU, we organized a workshop on April 27, 2024, which involved NYC members, DYD, and Plan International staff. During this workshop, we brainstormed and identified the activities to be jointly performed in the first year under this MoU. These proposed activities now require the approval of the advisory board to proceed with implementation.

Therefore, we propose to convene a meeting on July 2, 2024, from 11:00 am to 1:00 pm at Plan International Bangladesh, House 14, Road 35, Gulshan – 2, Dhaka – 1212, to present and discuss the draft action plan. We seek your gracious approval and your presence as the chief guest at this important meeting.

Additionally, we kindly request your assistance in disseminating the necessary instructions to the members of the advisory and technical committees of DYD to ensure their effective participation in the work plan finalization meeting.

Thank you for your attention and consideration.

Sincerely

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