

Government of the People's Republic of Bangladesh
Ministry of Environment, Forest and Climate Change
Environment Section-2.
www.moef.gov.bd

No: 22.00.0000.073.31.001.13.38

Date: 27 January 2025

To: Chief Accounts and Finance Officer
Ministry of Environment, Forest and Climate Change
Segunbagicha, Dhaka.

Subject: Government Order to participate in the Resumed sessions of the sixteenth meeting of the Conference of the Parties to the Convention on Biological Diversity, eleventh meeting of the Conference of the Parties serving as the Meeting of the Parties to the Cartagena Protocol and fifth meeting of the Conference of the Parties serving as the Meeting of the Parties to the Nagoya Protocol 25-27 February 2025 in Rome, Italy.

Dear Sir,

The undersigned is directed to convey the permission of the Government of the People's Republic of Bangladesh in favour of Dr. Fahmida Khanom, Additional Secretary, Ministry of Environment, Forest and Climate Change to participate in the Resumed sessions of the sixteenth meeting of the Conference of the Parties to the Convention on Biological Diversity, eleventh meeting of the Conference of the Parties serving as the Meeting of the Parties to the Cartagena Protocol and fifth meeting of the Conference of the Parties serving as the Meeting of the Parties to the Nagoya Protocol to be held on 25-27 February 2025 in Rome, Italy.

2. The following terms and conditions will be applicable for this tour:
 - i. While participating in the meeting and on journey to and from Rome, Italy, she will be treated as on duty;
 - ii. She will draw her pay and allowances in local currency during the aforesaid period.
 - iii. All expenses of the participant in connection with this visit will be borne by the Secretariat of the Convention on Biological Diversity (CBD). If the funding body does not bear any part of her expenses for this tour, that part of expenses will be borne by the Government of Bangladesh as per existing rules according to her entitlement.
 - iv. She will not stay abroad beyond the approved period (excluding travel time).
 - v. She will submit a report on the acquired experiences to this Ministry within 10 working days after her return to Bangladesh.
3. This order is issued with the approval of the competent authority.

Sincerely,

Sabrina 27.01.2025
Sabrina Rahman
Senior Assistant Secretary
Phone: +8801816265005
E-mail: env2@moef.gov.bd

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Copy for kind information and necessary action to (not as per seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka
2. Principal Secretary to the Honorable Chief Advisor, Chief Advisor's Office, Dhaka
3. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Bangladesh Secretariat, Dhaka
4. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka
5. H.E. Ambassador of Bangladesh to Italy, Embassy of Bangladesh in Rome, Italy
6. Dr. Fahmida Khanom, Additional Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh Secretariat, Dhaka
7. Director General, Immigration and Passport, Dhaka.
8. Director, Hazrat Shahjalal (Rah.) International Airport, Dhaka
9. Director General (Consular), Ministry of Foreign Affairs, Dhaka (with request to issue Note Verbale).
10. PS to Honourable Adviser, Ministry of Environment, Forest and Climate Change, Bangladesh Secretariat, Dhaka
11. PS to Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh Secretariat, Dhaka
12. System Analyst, Ministry of Environment Forest and Climate Change, Bangladesh Secretariat, Dhaka (with a request to upload it in the website)
13. Accounts Officer, Ministry of Environment, Forest and Climate Change, Bangladesh Secretariat, Dhaka

Sabrina
27.01.2025
Sabrina Rahman
Senior Assistant Secretary