

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

Record No. 22.00.0000.000.052.25.0007.24.341

Date: 08 July 2025

To: Chief Accounts and Finance Officer
Ministry of Environment, Forest and Climate Change
Segun Bagicha, Dhaka

Subject: **Government Order for Participation in the Peer Learning Forum on Civil Society Engagement in National Adaptation Plan (NAP) Processes, Windhoek, Namibia, 19–21 August 2025**

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for the following officials to participate in the "Peer Learning Forum on Civil Society Engagement in National Adaptation Plan (NAP) Processes" scheduled to be held from **19 to 21 August 2025** in **Windhoek, Namibia**. The Forum is being jointly organized by the NAP Global Network and the Government of Namibia.

Name & Designation	Office	Program Details
Ms. Jesmin Nahar Deputy Secretary	Ministry of Environment, Forest, and Climate Change, Dhaka	Participation in the Peer Learning Forum on Civil Society Engagement in NAP Processes, Windhoek, Namibia, 19–21 August 2025
Mr. Md. Redwan Ullah Assistant Director	Department of Environment, Headquarters, Dhaka	

This approval is accorded under the following terms and conditions:

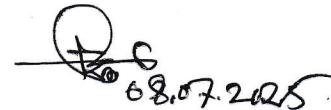
2. Terms and conditions
 - i. The officials will travel to Namibia on or around 17 August 2025 and return to Bangladesh on or around 23 August 2025, subject to flight availability and travel convenience;
 - ii. The entire duration of the visit, including travel and **transit through Ethiopia**, shall be treated as on duty;
 - iii. The officials shall draw their pay and allowances in local currency; no part of it shall be drawn in foreign currency;
 - iv. All expenses related to their participation will be borne by the NAP Global Network Secretariat. **There will be no financial involvement from the Government of Bangladesh;**
 - v. The officials shall not stay abroad beyond the approved period (except for travel time);
 - vi. They must report back to their respective offices immediately upon completion of the event; and
 - vii. They are required to submit a report on the forum to the Admin-2 Section of the Ministry of Environment, Forest and Climate Change within seven (7) working days of their return.
3. This order is issued with the approval of the competent authority.


08.07.2025

Milton Chandra Roy
Senior Assistant Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

Copy for kind information and necessary action (Not in order of seniority):

1. Senior Secretary, Ministry of Public Administration/Ministry of Home Affairs, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
3. H.E. Ambassador of Bangladesh to Ethiopia, Embassy of Bangladesh, Addis Ababa, Ethiopia
4. H.E. Ambassador of Ethiopia to Bangladesh (resident in New Delhi), Embassy of the Federal Democratic Republic of Ethiopia, New Delhi, India
5. H.E. Ambassador of Bangladesh to South Africa (concurrently accredited to Namibia), Embassy of Bangladesh, Pretoria, South Africa.
6. H.E. High Commissioner of Namibia to India (concurrently accredited to Bangladesh), High Commission of Namibia, New Delhi, India.
7. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
8. Director General, Department of Immigration and Passports, Dhaka.
9. Director General, Department of Environment, Dhaka.
10. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
11. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.
12. Ms. Jesmin Nahar, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
13. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
14. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
15. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
16. Mr. Md. Redwan Ullah, Assistant Director, Department of Environment, Headquarters, Dhaka.
17. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
18. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.



68.07.2025

Milton Chandra Roy
Senior Assistant Secretary

