

Substituted for the same memo number and date
Government of the People's Republic of Bangladesh
Ministry of Environment, Forest and Climate Change
Climate Change: 5 Section
www.moef.gov.bd

No. 22.00.0000.087.25.001.24.84

Dated: 07.05.2025

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

Sub: Government Order of Bangladesh Delegation for participation in the “UNFCCC Negotiations Training Workshop” to be held from 13 to 14 May, 2025 in Kathmandu, Nepal.

The undersigned is directed to convey the Approval of the Government of the People's Republic of Bangladesh in favour of the following persons for participating in the “UNFCCC Negotiations Training Workshop” to be held from 13 to 14 May, 2025 in Kathmandu, Nepal. Duration of stay has been mentioned beside their names:

Sl.No	Name and designation	Position & duration
1.	Munira Sultana Joint Secretary Ministry of Environment, Forest and Climate Change	Party Delegate 13 to 14 May, 2025
2.	Md Ariful Haque Mamun Deputy Director (Innovation) Governance Innovation Unit, Chief Adviser's Office	Party Delegate 13 to 14 May, 2025
3.	Dipankar Bar Deputy Principal Information Officer Ministry of Environment, Forest and Climate Change	Party Delegate 13 to 14 May, 2025
4.	Md. Mirza Asadul Kibriya Assistant Director (International Convention) Department of Environment	Party Delegate 13 to 14 May, 2025
5.	Md. Mostafa Raihan Assistant Director Bangladesh Climate Change Trust	Party Delegate 13 to 14 May, 2025

2. The terms and conditions of this order are as follows:

- i. The Officers will start their Journey for Kathmandu, Nepal on a convenient date near 11 May 2025;
- ii. The Period of these Workshop and the time spent for travel and transit will be treated as on duty;
- iii. The International Centre for Integrated Mountain Development (ICIMOD) will bear all expenses related to the participation of the officials in this workshop. There will be no financial involvement of Bangladesh Government;
- iv. They will not stay abroad beyond the approved period (excluding travel time);
- v. They must return to their respective workplaces and report to their authorities immediately after completing the workshop;
- vi. They will submit a report on the acquired experiences to this Ministry.

3. This order is issued with the approval of the competent authority.


Roslina Parven
Senior Assistant Secretary
Phone # 880-2-55100373
Email: climatechange3@moef.gov.bd

P.T.O/02

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

1. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka
2. Secretary, Chief Adviser's Office, Old Sangshad Bhaban, Dhaka.
3. Foreign Secretary, Ministry of Foreign Affairs, Dhaka
4. H.E. Ambassador, Embassy of the People's Republic of Bangladesh in Nepal
5. H.E. Ambassador of the Federal Democratic Republic of Nepal to Bangladesh, Embassy of Nepal in Bangladesh
6. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
7. Director General, Department of Environment, Agargaon, Dhaka.
8. Managing Director, Bangladesh Climate Change Trust, Mohakhali, Dhaka
9. Director General, Immigration and Passport, Dhaka.
10. Director General (Consular), Ministry of Foreign Affairs, Dhaka (with a request to issue Note Verbale)
11. Ms. Munira Sultana, Joint Secretary, Ministry of Environment, Forest and Climate Change
12. Private Secretary to Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka
13. Mr. Md Ariful Haque Mamun, Deputy Director (Innovation), Governance Innovation Unit, Chief Adviser's Office
14. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
15. System Analyst, Ministry of Environment, Forest and Climate Change, Dhaka (with request to publish in the website).
16. Private Secretary to the Secretary, Ministry of Environment, Forest and Climate Change, Dhaka
17. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka
18. Mr. Dipankar Bar, Deputy Principal Information Officer, Ministry of Environment, Forest and Climate Change, Dhaka
19. Mr. Md. Mirza Asadul Kibriya, Assistant Director (International Convention), Department of Environment, Agargaon, Dhaka.
20. Mr. Md. Mostafa Raihan, Assistant Director, Bangladesh Climate Change Trust, Mohakhali, Dhaka
21. Accounts Officer, Chief Adviser's Office, Old Sangshad Bhaban, Dhaka.
22. Accounts Officer, Ministry of Environment, Forest and Climate Change, Dhaka.
23. Accounts Officer, Department of Environment, Agargaon, Dhaka.
24. Accounts Officer, Bangladesh Climate Change Trust, Mohakhali, Dhaka
25. Office Copy.



07.05.2025
(Roslina Parven)
Senior Assistant Secretary