

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

Record No. 22.00.0000.000.052.25.0004.24.460

Date: 11 September 2025

To: Chief Accounts and Finance Officer(s)
Cabinet Division/Ministry of Environment, Forest and
Climate Change
Segun Bagicha, Dhaka


Subject: **Government Order (GO) for Participation in the 9th Asia-Pacific Climate Change Adaptation Forum and Ministerial Roundtable, Bangkok, Thailand (29 September–03 October 2025)**

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for Her Excellency **Ms. Syeda Rizwana Hasan** (Passport No. **D00017713**), **Honorable Adviser** to the Ministry of Environment, Forest and Climate Change as well as the Ministry of Water Resources, to participate in the *9th Asia-Pacific Climate Change Adaptation Forum* and the *Ministerial Roundtable* as a panel member, scheduled to be held at the United Nations Conference Centre (UNCC), **Bangkok, Thailand**, from **29 September to 03 October 2025**. The program is being organized by the United Nations Environment Programme (UNEP) and the Asia Pacific Adaptation Network (APAN), in collaboration with UNESCAP, ADB, and APN. This approval is accorded under the following terms and conditions:

2. Terms and conditions

- i. The Honorable Adviser will commence her journey to Thailand on or around 28 September 2025 and return on or around 04 October 2025, depending on travel convenience;
- ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
- iii. She will draw her pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
- iv. The United Nations Environment Programme (UNEP) will bear relevant expenses, including international travel, daily subsistence allowance, and terminal expenses, during her participation in the Forum. However, Any additional expenditure, if required for protocol obligations or to fulfill entitlements as per government rules, may be met from the Cabinet Division's budget under the head "Travel Expenses-03-1040301-100121-3244101"; and
- v. She will not stay abroad beyond the approved period, except for necessary travel time.

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



11.09.2025
Jesmin Nahar
Deputy Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

No. 22.00.0000.000.052.25.0004.24.460/1(23)

Date: 11.09.2025

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

1. Cabinet Secretary, Cabinet Division, Dhaka/Principal Secretary to the Honorable Chief Adviser, Chief Adviser's Office, Dhaka.
2. Senior Secretary, Ministry of Public Administration/Ministry of Home Affairs, Dhaka.
3. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
4. Secretary, Ministry of Water Resources, Dhaka.
5. H.E. Ambassador of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
6. H.E. Ambassador of Thailand to Bangladesh, Royal Thai Embassy in Bangladesh.
7. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
8. Director General, Department of Immigration and Passports, Dhaka.
9. Chairman, Bangladesh Forest Industries Development Corporation, Dhaka.
10. Director General, Department of Environment, Dhaka.
11. Managing Director, Bangladesh Climate Change Trust, Dhaka.
12. Chairman, Bangladesh Rubber Board, Chattogram.
13. Director, Bangladesh National Herbarium, Dhaka.
14. Chief Conservator of Forests (cc), Forest Department, Dhaka.
15. Director, Bangladesh Forest Research Institute, Chattogram.
16. Director General (Consular), Ministry of Foreign Affairs, Dhaka.
17. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
18. Private Secretary to the Honorable Adviser, Ministry of Environment, Forest & Climate Change, Dhaka (for the kind information of the Honorable Adviser).
19. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
20. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
21. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
22. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


11.09.2025

Jesmin Nahar
Deputy Secretary

