

No. 22.00.0000.073.024.02.24.339

Date: 25 September 2024

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

Subject: Government Order to participate in the Sixteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 16) and the concurrent meetings of the Parties to the Cartagena and Nagoya Protocols, and the Fifth meeting of the Subsidiary Body on Implementation to be held from 16 October to 1 November 2024 in Cali, Colombia

Dear Sir,

The undersigned is directed to convey the permission of the Government of the People's Republic of Bangladesh in favour of the following officers to participate in the Sixteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 16) and the concurrent meetings of the Parties to the Cartagena and Nagoya Protocols, and for the Fifth meeting of the Subsidiary Body on Implementation to be held from 16 October to 1 November 2024 in Cali, Colombia.

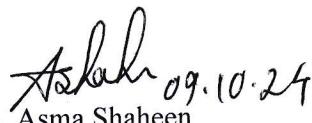
Sl no	Name and designation	Position and duration	Funding Body
1.	Syeda Rizwana Hasan Honorable Advisor Ministry of Environment, Forest and Climate Change and Ministry of Water Resources	Head of Delegation 29-30 October 2024	Government of Columbia
2.	Dr. Fahmida Khanom Additional Secretary Ministry of Environment, Forest and Climate Change	Member 16 October-01 Novemmmber 2024	UNCBD
3.	Ms Syeda Masuma Khanam Director (Joint Secretary) Department of Environment, Bangladesh	Member 21 October-01 Novemmmber 2024	BCCT
4.	Ms Najneen Perveen Joint Secretary Ministry of Environment, Forest and Climate Change	Member 16 October-01 Novemmmber 2024	UNCBD
5.	Mr. Md. Jahidul Kabir Deputy Chief Conservator of Forests Forest Department, Dhaka	Member 21 October-01 Novemmmber 2024	UNDP
6.	Mr. Md. Hasan Hasibur Rahman Director Department of Environment, Bangladesh	Member 16 October-01 Novemmmber 2024	UNDP
7.	Mr. Pavel Partha Director, Bangladesh Resource Centre for Indigenous Knowledge (BARCIK)	Member 21 October-01 Novemmmber 2024	Global Alliance for the Future Food

2. The following terms and conditions will be applicable for this tour:
- i. While participating in the sessions and on journey to and from Cali, Colombia., they will be treated as on duty;
 - ii. They will draw their pays and allowances in local currency during the aforesaid period.
 - iii. All expenses of the nominees in connection with this visit will be borne by the sponsoring funding body. There is no involvement of the revenue and development budget of the Government of the People's Republic of Bangladesh with this tour.



- iv. They will not stay abroad beyond the approved period (excluding travel time)
 - v. They will submit a report on the acquired experiences to this Ministry within 10 working days after their return to Bangladesh.
3. This order is issued with the approval of the competent authority.

Sincerely,



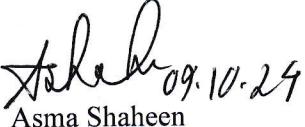
Asma Shaheen
Deputy Secretary
Phone: +8801712674484
E-mail: env2@moef.gov.bd

No. 22.00.0000.073.024.02.24.339 (22)

Date: 25 September 2024

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka
2. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka
3. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Segunbagicha, Dhaka
4. Senior Secretary, Ministry of Science and Technology, Bangladesh Secretariat, Dhaka
5. Special Assistant to the Honorable Chief Advisor, Chief Advisor's Office, Dhaka.
6. Additional Secretary (all), Ministry of Environment, Forest and Climate Change
7. Dr. Fahmida Khanom, Additional Secretary, Ministry of Environment, Forest and Climate Change
8. Director General, Department of Environment, Agargoan, Dhaka
9. Director General, Immigration and Passport, Dhaka.
10. Director General, (Consular and Welfare Wing), Ministry of Foreign Affairs, Segunbagicha, Dhaka (with a request for issuing note verbal)
11. Joint Secretary (Administration), Ministry of Environment, Forest and Climate Change
12. Director, Hazrat Shahjalal (Rah.) International Airport, Dhaka
13. Syeda Masuma Khanam, Director (Joint Secretary), Department of Environment, Agargoan, Dhaka
14. Ms Najneen Perveen, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka
15. Mr. Md. Jahidul Kabir, Deputy Chief Conservator of Forests, Forest Department, Dhaka
16. PS to Honourable Adviser, Ministry of Environment, Forest and Climate Change, Dhaka
17. Deputy Secretary (Admin-2), Ministry of Environment, Forest and Climate Change, Dhaka
18. PS to Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh
19. Mr. Md. Hasanur Rahman, Director, Department of Environment, Dhaka
20. System Analyst, Ministry of Environment Forest and Climate Change
21. Accounts Officer, Ministry of Environment Forest and Climate Change



Asma Shaheen
Deputy Secretary