

(Replaced by the same Issue number and Date)
Government of the People's Republic of Bangladesh
Ministry of Environment, Forest and Climate Change
Environment-3 Section
www.moef.gov.bd

No: 22.00.0000.074.24.007.25.395

Date: 06 October 2025

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

Subject: Government Order to participate in the sixth meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP-6) to be held from 02-07 November 2025, in Geneva, Switzerland.

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 delegates to participate in the sixth meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP-6) including the preparatory meetings and Bureau and Regional meetings to be held from 02-07 November 2025, in Geneva, Switzerland.

Sl. no	Name, designation and Office	Delegation	Funding Body
1.	Dr. Fahmida Khanom Additional Secretary, Ministry of Environment, Forest and Climate Change Bangladesh Secretariat, Dhaka.	Head of Delegation	UNEP
2.	Ms. Razinara Begum Director (Waste and Chemicals Management), Department of Environment, Dhaka.	Member	FAO
3.	Ms. Siddika Sultana Executive Director Environment and Social Development Organization (ESDO), Dhaka	Member	World Alliance for MercuryFree Dentistry based in Washington

2. The following terms and conditions will be applicable for this tour:

- i. The participants will start their journey for Geneva, Switzerland on a convenient date close to their approved duration;
- ii. The period of this meetings and the time spent for travel and transit will be treated as on duty;
- iii. They will draw their pay and allowances in local currency during the aforesaid period;
- iv. All expenses of Dr. Fahmida Khanom will be borne by United Nations Environment Programme (UNEP), all expenses of Ms. Razinara Begum will be borne by Food and Agriculture Organization (FAO) and all expenses of Ms. Siddika Sultana will be borne by World Alliance for MercuryFree Dentistry based in Washington. If the funding body does not bear any part of the expenses of Dr. Fahmida Khanom, Additional Secretary, according to her entitlement, those expenses will be borne by the Government of Bangladesh as per existing financial rules;
- v. They will not stay abroad beyond the approved period (excluding travel time);
- vi. They will return to their respective workplaces immediately after returning from the meeting and
- vii. 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 yours,

Sabrina 16.10.2025

Sabrina Rahman
Senior Assistant Secretary
Email: env3@moef.gov.bd

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

1. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
3. H.E. Ambassador and Permanent Representative of Bangladesh to Switzerland, Permanent Mission of Bangladesh to UN Office, Switzerland.
4. H.E. Ambassador of Switzerland to Bangladesh, Embassy of Switzerland in Bangladesh.
5. Additional Secretary (all), Ministry of Environment, Forest and Climate Change, Dhaka.
6. Director General, Department of Environment, Agargaon, Dhaka.
7. Director General, Department of Immigration and Passports, Dhaka.
8. Director General (Consular and Welfare Wing), Ministry of Foreign Affairs, Dhaka.
9. Executive Director, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
10. Ms. Razinara Begum Director (Waste and Chemicals Management), Department of Environment, Agargaon, Dhaka.
11. PS to Advisor, Ministry of Environment, Forest and Climate Change, Bangladesh.
12. Deputy Secretary (Admin-2), Ministry of Environment, Forest and Climate Change, Dhaka (**with a request to update the database**).
13. PS to Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh.
14. System Analyst, Ministry of Environment Forest and Climate Change (**with a request to upload the GO in the website**).
15. Accounts Officer, Ministry of Environment Forest and Climate Change, Dhaka.
16. Ms. Siddika Sultana, Executive Director, Environment and Social Development Organization-ESDO, Dhaka

Sabrina 16.10.2025
Sabrina Rahman
Senior Assistant Secretary