

(Replaced by the same Record No. & Date)
Government of the People's Republic of Bangladesh
Ministry of Environment, Forest & Climate Change
Administration-2 Section
www.moef.gov.bd

Record No. 22.00.0000.000.052.25.0004.24.368

Date: 28 July 2025

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

Subject: **Government Order for H.E. Ms. Syeda Rizwana Hasan's Participation in the Ministerial Segment of INC-5.2 in Geneva, Switzerland**

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 attend the "*Ministerial Segment of the Fifth Session (Part II) of the Intergovernmental Negotiating Committee (INC-5.2) on Plastic Pollution*", scheduled to be held from **12 to 14 August 2025** in **Geneva, Switzerland**. This approval is accorded under the following terms and conditions:

2. Terms and conditions

- i. Her Excellency may commence her journey to Switzerland on or around 11 August 2025 and return to Bangladesh on or around 15 August 2025, subject to flight availability and travel convenience;
- ii. The duration of the visit, including travel and transit, shall be considered on duty;
- iii. Her Excellency shall draw her pay and allowances in local currency. No part of it shall be drawn in foreign currency;
- iv. The expenses for airfare, accommodation, per diem, and other eligible expenses during her participation in the event will be funded by World Bank. 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 code **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.


28.07.2025
Jesmin Nahar
Deputy Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

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 and Permanent Representative of Bangladesh to Switzerland, Permanent Mission of Bangladesh to UN Office, Switzerland.
6. H.E. Ambassador of Switzerland to Bangladesh, Embassy of Switzerland 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. Private Secretary to the Honorable Adviser, Ministry of Environment, Forest & Climate Change, Dhaka (for the kind information of the Honorable Adviser).
18. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
19. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
20. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
21. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
22. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


28.07.2025
Jesmin Nahar
Deputy Secretary