

(Replaced by the same Memo 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. 22.00.0000.000.052.25.0007.24.373

Date: 30 July 2025

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

Subject: **Government Order for Participation in the “CAIP Forum 2025 and Side Events”, Manila, Philippines, 01–04 September 2025**

The undersigned is directed to convey the approval of the Government of the People's Republic of Bangladesh for the following official to participate in the “CAIP Forum 2025 and Side Events: (i) Cross-Country Workshop on Adaptation Metrics and Investment Planning (01–02 September 2025); and (ii) Second Climate Adaptation Investment Planning Forum 2025 (CAIP2025) (03–04 September 2025),” to be held in **Manila, Philippines**.

Name & Designation	Office	Program Details
Ms. Fatima Tuz Zohora Joint Secretary (Passport No. E00124803)	Ministry of Environment, Forest, and Climate Change, Dhaka	Participation in the “CAIP Forum 2025 and Side Events” organized by ADB, to be held in Manila, Philippines from 01–04 September 2025

This approval is accorded under the following terms and conditions:

2. Terms and conditions
 - i. The official will travel to Manila, Philippines on or around 31 August 2025 and return to Bangladesh on or around 05 September 2025, subject to flight availability and travel convenience;
 - ii. The entire duration of the visit, including travel and **transit through Thailand**, shall be treated as on duty;
 - iii. The official shall draw her pay and allowances in local currency; no part of it shall be drawn in foreign currency;
 - iv. All expenses related to her participation in the event(s) will be borne by the Asian Development Bank (ADB) as per their rules and regulations. **There will be no financial involvement from the Government of Bangladesh;**
 - v. The official shall not stay abroad beyond the approved period (except for travel time);
 - vi. She must report back to her office immediately upon completion of the event(s); and
 - vii. She is required to submit a report on the forum and side events to the Admin-2 Section of the Ministry of Environment, Forest and Climate Change within seven (7) working days of return.
3. This order is issued with the approval of the competent authority.


30.07.2025
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. Senior Secretary, Ministry of Public Administration/Ministry of Home Affairs, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
3. H.E. Ambassador of Bangladesh to the Republic of the Philippines, Embassy of Bangladesh in the Republic of the Philippines.
4. H.E. Ambassador of the Republic of the Philippines to Bangladesh, Embassy of the Republic of the Philippines in Bangladesh.
5. H.E. Ambassador of Bangladesh to Thailand, Embassy of Bangladesh in Thailand.
6. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
7. Director General, Department of Immigration and Passports, Dhaka.
8. Ms. Fatima Tuz Zohora, Joint Secretary, Ministry of Environment, Forest, and Climate Change, Dhaka.
9. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
10. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest and Climate Change, Dhaka.
11. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
12. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
13. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
14. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.


30.07.2025
Jesmin Nahar
Deputy Secretary

