

Government of the People's Republic of Bangladesh  
Ministry of Environment, Forest & Climate Change  
Administration-2 Section  
[www.moef.gov.bd](http://www.moef.gov.bd)

Record No. 22.00.0000.000.052.25.0007.24.514

Date: 20 October 2025

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

Subject: **Government Order (GO) for Participation in the Thirty-Seventh Meeting of the Parties (MOP37) to the Montreal Protocol and Related Events in Nairobi, Kenya (02-07 November 2025)**

The undersigned is directed to convey the approval of the Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh, for **Mr. Md. Mahiuddin Manik**, Deputy Director, Department of Environment, Headquarters, Dhaka, to attend the following meetings to be held in Nairobi, Kenya:

- 1) **The Informal Meeting on Facilitating the Implementation of the Montreal Protocol**  
02 November 2025
- 2) **The Thirty-Seventh Meeting of the Parties (MOP37) to the Montreal Protocol on Substances that Deplete the Ozone Layer**  
03-07 November 2025

These meetings are being convened under the auspices of the **United Nations Environment Programme (UNEP)** as part of the Montreal Protocol processes. This approval is accorded under the following terms and conditions:

2. Terms and conditions

- i. The official will commence his journey to Nairobi on or around 01 November 2025 and return on or around 08 November 2025, subject to travel convenience;
- ii. The entire duration of the visit, including travel and transit, shall be treated as on duty;
- iii. He will draw his pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
- iv. All expenses related to his participation in the program will be borne by the UNDP under the Renewal of the Institutional Strengthening for the Phase-out of ODS (Phase-X) project. **There will be no financial involvement from the Government of Bangladesh;**
- v. He will not stay abroad beyond the approved period (except for unavoidable travel time);
- vi. He must report back to his office immediately upon completion of the event(s); and
- vii. He is required to submit a report on the meetings to the Admin-2 Section of the Ministry of Environment, Forest and Climate Change within seven (07) days of his return.

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

  
20.10.2025  
Milton Chandra Roy  
Senior Assistant Secretary  
Phone: 02-55100257  
Email: admin2@moef.gov.bd

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

1. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
2. H.E. Ambassador of Bangladesh to the Republic of Kenya, Embassy of Bangladesh, Nairobi, Kenya.
3. H.E. Ambassador of the Republic of Kenya to Bangladesh, Embassy of Kenya, New Delhi, India (concurrently accredited).
4. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
5. Director General, Department of Immigration and Passports, Dhaka.
6. Director General, Department of Environment, Dhaka.
7. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale)**.
8. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
9. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website)**.
10. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
11. **Mr. Md. Mahiuddin Manik**, Deputy Director (Coordination), Department of Environment, Headquarters, Dhaka.
12. Accounts Officer.....
13. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

  
20.10.2025  
Milton Chandra Roy  
Senior Assistant Secretary

