

Government of the People's Republic of Bangladesh
Ministry of Environment, Forest and Climate Change
Environment-3 Section
www.moef.gov.bd

No. 22.00.0000.073.24.001.19.100

Date: 08 April 2025

To: 1. Chief Accounts and Finance Officer
Cabinet Division, Segunbagicha, Dhaka.
2. Chief Accounts and Finance Officer
Ministry of Environment, Forest and Climate Change
Segunbagicha, Dhaka.

Subject: Government Order to participate in the meetings of the Conferences of the Parties to the Basel, Rotterdam and Stockholm Conventions, Geneva, Switzerland, 28 April - 9 May 2025.

Dear Sir,

This is to inform that the seventeenth meeting of the Conference of the Parties to the Basel Convention, the twelfth meeting of the Conference of the Parties to the Rotterdam Convention and the twelfth meeting of the Conference of the Parties to the Stockholm Convention will be held on 28 April - 09 May 2025 at Geneva, Switzerland. In addition, the preparatory Meetings will be held on 27 April 2025. 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 relevant sessions as per the following duration (excluding travel time).

Sl. no	Name, designation and Office	Position and Duration	Funding Body
1	Syeda Rizwana Hasan Honorable Advisor Ministry of Environment, Forest and Climate Change Dhaka, Bangladesh.	Head of Delegation 30 April-02 May 2025	BRS Secretariat
2	Dr. Farhina Ahmed Secretary Ministry of Environment, Forest and Climate Change Dhaka, Bangladesh.	Member 03 May-09 May 2025	
3	Dr. Fahmida Khanom Additional Secretary Ministry of Environment, Forest and Climate Change Dhaka, Bangladesh.	Member 27 April-09 May 2025	
4	Dr. Md. Kamruzzaman, ndc Director General Department of Environment, Dhaka, Bangladesh	Member 27 April-09 May 2025	UNIDO
5	Mr. Md. Rezaul Karim Joint Secretary Ministry of Environment, Forest and Climate Change Dhaka, Bangladesh.	Member 27 April-09 May 2025	
6	Mr. Abu Nayeem Mohammed Maruf Khan PS to the Hon'ble Advisor (Deputy Secretary) Ministry of Environment, Forest and Climate Change, Dhaka, Bangladesh	Member 30 April-01 May 2025	FAO
7	Ms. Sabrina Rahman Senior Assistant Secretary Ministry of Environment, Forest and Climate Change, Dhaka, Bangladesh	Member 27 April-09 May 2025	

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8	Md. Hasan Hasibur Rahman Director Department of Environment, Dhaka, Bangladesh.	Member 27 April-09 May 2025	UNIDO
9	Dr. Abdullah Al Mamun Deputy Director Department of Environment, Dhaka, Bangladesh.	Member 27 April-09 May 2025	
10	Ms. Siddika Sultana Executive Director, Environment and Social Development Organization (ESDO), Dhaka, Bangladesh.	Member 27 April-09 May 2025	Environment and Social Development Organization (ESDO)

2. The following terms and conditions will be applicable for this tour:
- While participating in the sessions and on journey to and from Geneva, Switzerland, they will be treated as on duty;
 - They will draw their pay and allowances in local currency during the aforesaid period;
 - All expenses related to this visit will be borne by the respective sponsoring organizations as mentioned above. However, in case the funding body do not fully cover the entitlements of the Hon'ble Advisor, Secretary, Additional Secretary or officials of the same hierarchy as per Government rules, the remaining amount will be borne by the Government of the People's Republic of Bangladesh from the respective revenue budgets as follows:
 - For the Hon'ble Advisor: from the Cabinet Division under budget code - Travel Expenses: 03-1040301-100121-3244101;
 - For the Secretary and the Additional Secretary or officials of the same hierarchy: from the Ministry of Environment, Forest and Climate Change under budget code – Travel Expenses: 03-1450101-124496-3244101 and the Department of Environment under budget code – Travel Expenses: 1450301-124572-3244101.
 - For all other delegates, there is no financial involvement of the Government of Bangladesh.
 - They will not stay abroad beyond the approved period (excluding travel time);
 - They will return to their respective work place immediately after returning from the meeting; and
 - 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 08.04.2025

Sabrina Rahman

Senior Assistant Secretary

Mobile No. 01816265005

Email: env3@moef.gov.bd

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary to the Chief Adviser, Chief Adviser's Office, Dhaka, Bangladesh.
3. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka, Bangladesh.
5. Dr. Fahmida Khanom, Additional Secretary (Environment), Ministry of Environment, Forest and Climate Change, Dhaka.
6. Additional Secretary (all), Ministry of Environment, Forest and Climate Change, Dhaka.
7. Dr. Md. Kamruzzaman, ndc, Director General, Department of Environment, Dhaka, Bangladesh.
8. Director General, Department of Immigration and Passports, Dhaka, Bangladesh.
9. H.E. Ambassador of Embassy of Bangladesh, Switzerland/Embassy of Switzerland in Bangladesh.
10. Director General (Consular and Welfare Wing), Ministry of Foreign Affairs, Dhaka (with a request for issuing note verbal).
11. Joint Secretary (Administration), Ministry of Environment, Forest and Climate Change, Dhaka.
12. Mr. Md. Rezaul Karim, Joint Secretary, Ministry of Environment, Forest and Climate Change.
13. Executive Director, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
14. Mr. Abu Nayeem Mohammed Maruf Khan, PS to the Hon'ble Advisor (Deputy Secretary), Ministry of Environment, Forest and Climate Change, Dhaka, Bangladesh.
15. Deputy Secretary (Admin-2), Ministry of Environment, Forest and Climate Change, Dhaka (with a request to update the database).
16. PS to Secretary, Ministry of Environment, Forest and Climate Change, Dhaka, Bangladesh.
17. Ms. Sabrina Rahman, Senior Assistant Secretary, Ministry of Environment, Forest and Climate Change, Dhaka, Bangladesh.
18. System Analyst, Ministry of Environment, Forest and Climate Change (with a request to upload the GO in the website).
19. Mr. Md. Hasan Hasibur Rahman, Director, Department of Environment, Dhaka, Bangladesh.
20. Dr. Abdullah Al Mamun, Deputy Director, Department of Environment, Dhaka, Bangladesh.
21. Ms. Siddika Sultana, Executive Director, Environment and Social Development Organization (ESDO), Dhaka, Bangladesh.
22. Accounts Officer, Ministry of Environment, Forest and Climate Change, Dhaka, Bangladesh.

Sabrina
08.04.2025
Sabrina Rahman
Senior Assistant Secretary