

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

Record No. 22.00.0000.000.052.25.0007.24.234

Date: 08 May 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 “Consultation to present the updated NAP technical guidelines to Parties” Workshop in Panama**

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 the following official to participate in the workshop titled “Consultation to present the updated NAP technical guidelines to Parties”, to be held in **Panama City, Panama on 23 May 2025**, as part of Climate Week – 1 2025: Dialogues for Ambition and Implementation, organized by the Adaptation Division, UNFCCC Secretariat.

Name & Designation	Office	Program Details
<b>Mr. Mohammad Razib Siddique</b> Deputy Secretary	Ministry of Environment, Forest and Climate Change, Dhaka	Panama: 23 May 2025 (Participation in International Workshop)

This approval is accorded under the following terms and conditions:

2. Terms and conditions

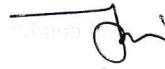
- i. The official will commence his journey to Panama on or around 22 May 2025 and return on or around 24 May 2025, depending on travel convenience;
- ii. The entire duration of the visit, including travel and transit, shall be considered as on duty;
- iii. He will draw his pay and allowances in local currency, and no part of it shall be drawn in foreign currency;
- iv. All expenses related to his participation will be borne by the UNFCCC Secretariat. **There will be no financial involvement from the Government of Bangladesh;**
- v. He will not stay abroad beyond the approved period (except for travel time);
- vi. He must report back to his office immediately upon completion of the program; and
- vii. He is required to submit a report on the program to the Admin-2 Section of the Ministry of Environment, Forest, and Climate Change within seven days of his return.

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

  
08.05.2025  
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, Dhaka.
2. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
3. H.E. Ambassador of the Republic of Panama to Bangladesh (concurrently accredited), Embassy of Panama, New Delhi, India.
4. H.E. Ambassador of Bangladesh to the Republic of Panama (concurrently accredited), Embassy of Bangladesh, Washington D.C., USA.
5. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
6. Director General, Department of Immigration and Passports, Dhaka.
7. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with a request to issue Note Verbale).**
8. Mr. Mohammad Razib Siddique, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka **(with a request to submit a report on the acquired experience from the workshop upon its completion).**
9. Private Secretary to the Honorable Advisor, Ministry of Environment, Forest & Climate Change, Dhaka.
10. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with a request to upload the GO on the MoEFCC website).**
11. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
12. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
13. Accounts Officer, Ministry of Environment, Forest & Climate Change, Dhaka.
14. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

  
08.05.2025  
Jesmin Nahar  
Deputy Secretary