

**Substituted for the same memo number and date**  
 Government of the People's Republic of Bangladesh  
 Ministry of Environment, Forest and Climate Change  
 Environment Section-2  
 Bangladesh Secretariat, Dhaka  
[www.moef.gov.bd](http://www.moef.gov.bd)

No. 22.00.0000.073.024.02.24.433

Date: 20 November 2024

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

**Subject: Government Order to participate in the sixteenth session of the Conference of the Parties (COP16) to the United Nations Convention to Combat Desertification (UNCCD) to be held from 02 to 13 December, 2024 in Riyadh, Kingdom of Saudi Arabia.**

Dear Sir,

The undersigned is directed to convey the permission of the Government of the People's Republic of Bangladesh in favour of the following officers to participate in the sixteenth session of the Conference of the Parties (COP16) to the United Nations Convention to Combat Desertification (UNCCD) to be held from 02 to 13 December, 2024 in Riyadh, Kingdom of Saudi Arabia.

Sl no	Name and designation	Position and duration	Funding Body
1.	Syeda Rizwana Hasan Honorable Advisor Ministry of Environment, Forest and Climate Change and Ministry of Water Resources	Head of Delegation 02-09 December 2024	UNCCD
2.	Dr. Farhina Ahmed Secretary Ministry of Environment, Forest and Climate Change	National Focal Point (NFP) 02-13 December 2024	UNCCD
3.	Dr. Abdul Hamid Director General Department of Environment, Bangladesh	Member 02-13 December 2024	UNCCD
4.	Ms. Rubina Ferdoushy Deputy Secretary Ministry of Environment, Forest and Climate Change	Member 02-13 December 2024	BCCT
5.	Dr. Md. Sohrab Ali Additional Director General (Current Charge) Department of Environment	Member 02-13 December 2024	UNCCD
6.	Mr. Md. Sahab Uddin Senior Assistant Secretary Ministry of Foreign Affairs	Member 02-13 December 2024	UNCCD
7.	Ms. Farhana Mustari Deputy Director Department of Environment	Member 02-13 December 2024	FAO

2. The following terms and conditions will be applicable for this tour:

- While participating in the sessions and on journey to and from Riyadh, Kingdom of Saudi Arabia they will be treated as on duty;
- They will draw their pays and allowances in local currency during the aforesaid period.

- iii. All expenses of the nominees in connection with this visit will be borne by the sponsoring funding body UNCCD, Food and Agriculture Organization (FAO) and Bangladesh Climate Change Trust Fund (BCCT). If the funding body does not bear any part of the expenses of Hon'ble Advisor (Head of delegation), Secretary, MoEFCC and DG, DoE according to their entitlement, rest of the expenses will be borne by the Government of Bangladesh as per existing rules.
- iv. Dr. Abdul Hamid, Director General, Department of Environment, Bangladesh will extend his stay in Kingdom of Saudi Arabia from 14-16 December 2024 to perform Umrah which will be borne by himself.
- v. They will not stay abroad beyond the approved period (excluding travel time).
- vi. 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,



94.11.24

Rubina Ferdoushy  
Deputy Secretary  
Phone: +88 01751889349  
E-mail: env1@moef.gov.bd

No. 22.00.0000.073.024.02.24.433

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principle Secretary, Chief Advisor's Office, Dhaka.
3. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
5. H.E. the Ambassador, Embassy of the People's Republic of Bangladesh, Riyadh, Kingdom of Saudi Arabia.
6. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
7. Director General, Department of Environment, Agargoan, Dhaka.
8. Director General, Department of Immigration and Passport, Dhaka.
9. Managing Director, Bangladesh Climate Change Trust (BCCT), Dhaka.
10. FAO Representative in Bangladesh, House #74; Road # 18, Block# J, Banani, Dhaka-1213.
11. Director General, (Consular and Welfare Wing), Ministry of Foreign Affairs, Segunbagicha, Dhaka (with a request for issuing note verbal).
12. Consul General, Consulate General of the People's Republic of Bangladesh, Jeddah, Kingdom of Saudi Arabia.
13. Director, Hazrat Shahjalal International Airport, Dhaka.
14. Ms. Rubina Ferdoushy, Deputy Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
15. PS to Honourble Adviser, Ministry of Environment, Forest and Climate Change, Dhaka.
16. Dr. Md. Sohrab Ali, Additional Director General (Current Charge), Department of Environment, Dhaka.
17. PS to Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
18. Mr. Md. Sahab Uddin, Senior Assistant Secretary, Ministry of Foreign Affairs, Dhaka.
19. System Analyst, Ministry of Environment Forest and Climate Change, Dhaka.
20. Ms. Farhana Mustari, Deputy Director, Department of Environment, Agargoan, Dhaka.
21. Accounts Officer, Ministry of Environment Forest and Climate Change, Dhaka.



94.11.24

Rubina Ferdoushy  
Deputy Secretary