

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

No. 22.00.0000.074.25.003.24.240

Date: 14 June 2026

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

Subject: Government Order to participate in the Intergovernmental Negotiating Committee (INC) for the informal in-person meeting of Heads of Delegation (HoD) to the INC, including a regional meeting to be held from 29 June to 3 July 2026 in Nairobi, Kenya.

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 delegates to participate in the informal in-person meeting of Heads of Delegation (HODs) to the Intergovernmental Negotiating Committee and the regional consultations to be held from 29 June to 03 July 2026 in Nairobi, Kenya.

Sl.	Name and designation of delegates	Remarks
1.	Mohammed Rayhan Kaosar Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh	Head of Delegation
2.	Dr. Abdullah Al Mamun Deputy Director, Department of Environment Agargaon, Dhaka, Bangladesh	Member
3.	Dr. Shahriar Hossain Senior Technical Advisor & Secretary General of Environment and Social Development Organization (ESDO), Dhaka	Member

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

- i. The participants will start their journey for Nairobi, Kenya on a convenient date close to their approved duration;
- ii. The period of this session and the time spent for travel and transit will be treated as on duty;
- iii. They will draw their pay and allowances in local currency during the aforesaid period;
- iv. All expenses of Mohammed Rayhan Kaosar and Dr. Abdullah Al Mamun will be borne by United Nations Environment Programme (UNEP) and all expenses of Dr. Shahriar Hossain will be borne by Environment and Social Development Organization (ESDO). There is no financial involvement of the Government of the People's Republic of Bangladesh with this tour;
- v. The Government also approves the travel of Mr. Mohammed Rayhan Kaosar's son, Mr. Mohammed Ashfaq Sheendid (Passport No: A14150764), to accompany him during his visit to Kenya for personal purposes. All expenses related to his son's travel, accommodation, and needs will be borne personally by Mr. Mohammed Rayhan Kaosar, with no financial involvement from the Government of Bangladesh;
- vi. They will not stay abroad beyond the approved period (excluding travel time);
- vii. They will return to their respective workplaces immediately after returning from the meeting and
- viii. 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,

Sabrina

Sabrina Rahman 14.06.2026

Senior Assistant Secretary
Email: env3@moef.gov.bd

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

1. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
2. H.E. High Commissioner of Bangladesh to the Republic of Kenya, High Commission of Bangladesh, Nairobi, Kenya.
3. H.E. High Commissioner of Kenya to Bangladesh, High Commission of Kenya, New Delhi, India.
4. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
5. Additional Secretary (all), Ministry of Environment, Forest and Climate Change, Dhaka.
6. Director General, Department of Environment, Agargaon, Dhaka.
7. Director General, Immigration and Passport, Dhaka.
8. H.E. Ambassador of Nairobi to Bangladesh/Embassy of Nairobi in Bangladesh.
9. Director General, (Consular and Welfare Wing), Ministry of Foreign Affairs, Segunbagicha, Dhaka.
10. Joint Secretary (Administration), Ministry of Environment, Forest and Climate Change, Dhaka.
11. Director, Hazrat Shahjalal (Rah.) International Airport, Dhaka.
12. PS to Honorable Minister, Ministry of Environment, Forest and Climate Change, Dhaka.
13. PS to Honorable State Minister, Ministry of Environment, Forest and Climate Change, Dhaka.
14. PS to Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh.
15. Senior Assistant Secretary (Admin-2), Ministry of Environment, Forest and Climate Change, Dhaka **(with a request to update the database).**
16. System Analyst, Ministry of Environment Forest and Climate Change **(with a request to upload the GO in the website).**
17. Mr. Abdullah Al Mamun, Deputy Director, Department of Environment, Agargaon, Dhaka.
18. Dr. Shahriar Hossain Senior Technical Advisor & Secretary General of Environment and Social Development Organization-ESDO, Dhaka.
19. Accounts Officer, Ministry of Environment Forest and Climate Change, Dhaka.

Sabrina
Sabrina Rahman 14.06.2026
Senior Assistant Secretary