

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

No: 22.00.0000.074.24.001.25.224

Date: 03 June 2026

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

Subject: Government Order to participate in the Fifteenth meeting of the Open-ended Working Group of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal (OEWG-15) including preparatory meeting, regional meeting and bureau meeting in Geneva, Switzerland from 22 to 26 June 2026.

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 Fifteenth meeting of the Open-ended Working Group of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal (OEWG-15) including preparatory meeting, regional meeting and bureau meeting to be held from 22 to 26 June 2026 in Geneva, Switzerland.

Sl. no	Name, designation and Office	Delegation	Funding Body
1.	Dr. Fahmida Khanom Additional Secretary Ministry of Environment, Forest and Climate Change Bangladesh Secretariat, Dhaka.	Head of Delegation	UNEP
2.	Dr. Abdullah Al Mamun Deputy Director Department of Environment, Agargaon, Dhaka 1207.	Member	Food and Agricultural Organization (FAO)

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

- i. The participants will start their journey for Geneva, Switzerland 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 Dr. Fahmida Khanom will be borne by United Nations Environment Programme (UNEP) and all expenses of Dr. Abdullah Al Mamun will be borne by Food and Agricultural Organization (FAO). There is no financial involvement of the Government of the People's Republic of Bangladesh with this tour;
- v. They will not stay abroad beyond the approved period (excluding travel time);
- vi. They will return to their respective workplaces immediately after returning from the meeting and
- vii. 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

03.06.2026
Sabrina Rahman

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. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
3. H.E. Ambassador and Permanent Representative of Bangladesh to Switzerland, Permanent Mission of Bangladesh to UN Office, Switzerland.
4. H.E. Ambassador of Switzerland to Bangladesh, Embassy of Switzerland in Bangladesh.
5. Additional Secretary (all), Ministry of Environment, Forest and Climate Change, Dhaka.
6. Director General, Department of Environment, Agargaon, Dhaka.
7. Director General, Department of Immigration and Passports, Dhaka.
8. Director General (Consular and Welfare Wing), Ministry of Foreign Affairs, Dhaka.
9. Executive Director, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
10. PS to Advisor, Ministry of Environment, Forest and Climate Change, Bangladesh.
11. Deputy Secretary (Admin-2), Ministry of Environment, Forest and Climate Change, Dhaka (**with a request to update the database**).
12. PS to Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh.
13. System Analyst, Ministry of Environment Forest and Climate Change (**with a request to upload the GO in the website**).
14. Dr. Abdullah Al Mamun, Deputy Director, Department of Environment, Agargaon, Dhaka.
15. Accounts Officer, Ministry of Environment Forest and Climate Change, Dhaka.

Sabrina

Sabrina Rahman

Senior Assistant Secretary

03.06.2026