Government of the People's Republic of Bangladesh
Ministry of Education
Secondary and Higher Education Division
Bangladesh Secretariat, Dhaka
www.shed.gov.bd

Memo No. 37.00.0000.086.29.005.22.210 Date: 08 October 2026

Subject: Nomination of a Focal Point Officer for the partnership between the Commonwealth of Learning (COL) and Bangladesh.

Reference: Letter received by email from the Office of the President and Chief Executive Officer, Commonwealth of Learning, dated 02 September 2026.

With reference to the above-mentioned letter, the Secondary and Higher Education Division has nominated the following officer as the Focal Point for the partnership between the Commonwealth of Learning (COL) and Bangladesh. The officer will facilitate systematic and reciprocal cooperation, exchange information and views with COL's partners and stakeholders, and coordinate related activities and initiatives.

Serial No.	Name and designation	Mobile number and email address
1.	Ms. Nafisa Arefin Joint Secretary University-1 Branch Secondary and Higher Education Division, Ministry of Education	Mobile: 01703-302962 Email: university1@moedu.gov.bd

08.10.2026

Md Rajibul Alam
Senior Assistant Secretary
Telephone: 55101085
Email: sec.parliament@moedu.gov.bd

President and Chief Executive Officer
Commonwealth of Learning
British Columbia

Memo No. 37.00.0000.086.29.005.22.210/1(5) Date: 08 October 2026

Copy forwarded for information and necessary action (not in order of seniority):

1. Joint Secretary (Administration Branch), Secondary and Higher Education Division.
2. Ms. Nafisa Arefin, Joint Secretary (University-1 Branch), Secondary and Higher Education Division.
3. Private Secretary to the Secretary, Secondary and Higher Education Division.
4. System Analyst, ICT Branch, Secondary and Higher Education Division, with a request to publish this memorandum on the Division's website.
5. Office copy.

08.10.2026

Md Rajibul Alam
Senior Assistant Secretary

F:\Backup\Letter\Focal Point Nomination.docx