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Date: 02 May 2024

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

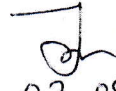
The undersigned is directed to convey the approval of the Ministry of Environment, Forest & Climate Change, Government of the People's Republic of Bangladesh, for the following Officers to attend the 26<sup>th</sup> Meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA 26) in **Nairobi, Kenya**, scheduled from **13 to 18 May 2024**. Additionally, approval is granted for attendance at the SBSTTA Bureau Meeting, coinciding with SBSTTA 26, from **12 to 18 May 2024**. Furthermore, approval is granted for attendance at the 4<sup>th</sup> Meeting of the Subsidiary Body on Implementation (SBI 4) scheduled from **21 to 29 May 2024**. This approval is granted in accordance with the terms and conditions outlined in paragraph 2.

SI No.	Name	Designation	Place of Posting	Duration & Session
i.	<b>Ms. Syeda Masuma Khanam</b>	Director (Joint Secretary)	Department of Environment, Dhaka	<b>21-29 May 2024</b> 4 <sup>th</sup> Meeting of the Subsidiary Body on Implementation (SBI 4)
ii.	<b>Mr. Abu Nayeem Mohammed Maruf Khan</b>	Deputy Secretary	Ministry of Environment, Forest & Climate Change, Dhaka	<b>13-18 May 2024</b> 26 <sup>th</sup> Meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA 26)
iii.	<b>Mr. Md. Jahidul Kabir</b>	Deputy Chief Conservator of Forests	Forest Management Wing, Bana Bhaban, Dhaka	<b>12-18 May 2024</b> SBSTTA Bureau Meeting & SBSTTA 26

2. Terms and conditions:

- i. The Officers will start their journey for **Kenya** on a convenient date near their approved duration;
- ii. The period of these meetings 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;
- iv. Secretariat of the Convention on Biological Diversity will bear all expenses for participation in the aforementioned workshop; **there will be no financial involvement of Bangladesh Government;**
- v. They will not be allowed to stay abroad more than the approved duration of their stay;
- vi. They shall return to their respective workplaces immediately upon returning from the meetings and
- vii. They will have to submit reports on the meetings to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after their return from the events.

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

  
02.05.2024  
(Jesmin Nahar)  
Deputy Secretary  
Phone: 02-55100257  
Email: [admin2@moef.gov.bd](mailto:admin2@moef.gov.bd)

Copy for kind information and necessary action (Not in order of seniority):

**External**


01. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
03. H.E. High Commissioner of Bangladesh to Kenya, Bangladesh High commission in Nairobi, Kenya.
04. H.E. High Commissioner, Kenya High commission in India [Concurrently accredited to Bangladesh].
05. Director General, Department of Environment, Dhaka.
06. Director General (Consular), Ministry of Foreign Affairs, Dhaka **(with request to issue Note Verbale)**.
07. Chief Conservator of Forests (CC), Bangladesh Forest Department, Dhaka.
08. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
09. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

**Internal**

01. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
02. Private Secretary to the Hon'ble Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
03. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
04. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka **(with request to upload the GO on the website)**.

**Personal**

01. Ms. Syeda Masuma Khanam, Director (Joint Secretary), Department of Environment, Dhaka
02. Mr. Abu Nayeem Mohammed Maruf Khan, Deputy Secretary, Ministry of Environment, Forest & Climate Change, Dhaka
03. Mr. Md. Jahidul Kabir, Deputy Chief Conservator of Forests, Forest Management Wing, Bana Bhaban, Dhaka

  
02.05.2024  
(Jesmin Nahar)  
Deputy Secretary