

[To be Substitute the same date and same memo]

Government of the People's Republic of Bangladesh
Ministry of Disaster Management & Relief
(Training Branch)
Bangladesh Secretariat, Dhaka
www.modmr.gov.bd

Memo No. 51.00.0000.321.38.028.15

Dated: 27.10.2016

To: Chief Accounts Officer
Ministry of Disaster Management & Relief
16, Abdul Gani Road, Dhaka-1000.

Subject: Sanction of Bangladesh Delegation for participating Asian Ministerial Conference on Disaster Risk Reduction to be held on 2-5 November, 2016 in New Delhi, India.

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh delegation led by hon'ble minister to participate in Asian Ministerial Conference on Disaster Risk Reduction to be held on 2-5 November, 2016 in New Delhi, India as stated below:

No	Name of Participants		Name of Sponsor Organization
Participants from Ministry of Disaster Management and Relief & Others Government Organization			
1	Mr. Mofazzal Hossain Chowdhury Maya, Bir Bikram, MP and Hon'ble Minister for Ministry of Disaster Management & Relief, Bangladesh	Team Leader	Government of India
2	Mr. Md Saber Hossain Chowdhury, MP and President of Inter Parliamentary Union	Member	Personal Management
3	Mr. Md Shah Kamal, Secretary, Ministry of Disaster Management & Relief.	Member	JICA
4	Mr. Md Reaz Ahmed, Additional Secretary & Director General, DDM, MoDMR	Member	JICA
5	Mr. Satyabrata Saha, Additional Secretary, Ministry of Disaster Management & Relief.	Member	JICA
6	Mr. Md. Mesbahul Islam, CEO (Additional Secretary), Dhaka North City Corporation, Dhaka	Member	UNISDR
7	Bri. Gen. Ali Ahmed Khan, PSC, Bangladesh Fire Service and Civil Defense, Dhaka	Member	Department of Fire Service and Civil Defense
8	Mr. Md. Monirul Islam, Director General (Economic Affairs), Ministry of Foreign Affairs.	Member	Ministry of Foreign Affairs
9	Mr. Md. Quamrul Hasan, Joint Secretary(PRL), Ministry of Disaster Management & Relief.	Member	UNISDR
10	Mr. Ardhendu Shekhar Roy, Joint Secretary, Ministry of Disaster Management & Relief.	Member	UNISDR
11	Mr. Md Aowlad Hossain Khan, Joint Secretary, Ministry of Disaster Management & Relief	Member	UNDP
12	Mr. Md. Abu Taher, Joint Secretary and P.S.to Minister, Ministry of Disaster Management & Relief	Member	UNDP
13	Mr. Md. Mohsin, Joint Secretary, Ministry of Disaster Management & Relief.	Member	JICA
14	Mr. G.M.Abdul Quader, Deputy Secretary, Ministry of Disaster Management & Relief.	Member	IFRC
15	Ms. Momena Khatun, Deputy Secretary, Ministry of Disaster Management & Relief.	Member	UNDP
16	Ms. Sultana Sayeeda, Deputy Secretary, Ministry of Disaster Management & Relief.	Member	World Vision
17	Mr. Mohammad Hossain, Deputy Secretary, Ministry of Disaster Management & Relief.	Member	UNDP
18	Mr. Jamal Uddin Ahmed, Counsellor, Bangladesh High Commission in New Delhi, India	Member	Ministry of Foreign Affairs
19	Mr. Netai Chandra Dey Sarker, Assistant Director (GIS), Department of Disaster Management.	Member	Christian Aid
Participants from Academia/Civil Society/NGOs:			
20	Professor Dr. A S M Maksud Kamal, Chairman, Department of Disaster Science and Management, Dhaka University, Dhaka	Member	JICA
21	Professor Dr. Mahbuba Nasreen, Director, Institute of Disaster Management and Vulnerability Studies, University of Dhaka, Dhaka	Member	Personal Management
22	Mr. Md. Khurshid Alam, Assistant Country Director, UNDP, Dhaka	Member	UNDP

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23	Mr. Arif Abdullah Khan, Country Programme Coordinator, UNDP, Dhaka	Member	UNDP
24	Mr. Naoki Matsumura, Country Programme Coordinator (Disaster Management), JICA, Dhaka	Member	JICA
25	Mr. Khondoker Jakaria Khaled, Deputy Secretary General, BDRCS, Dhaka	Member	BDRCS
26	Mr. Md. Kamal Hossain, Disaster Resilience Specialist, DPRF, Dhaka	Member	Christian Aid
27	Ms. Nigir Dil Nahar, World Food Program, Dhaka	Member	Personal Management
28	Mr. Graner Marak, Head, Humanitarian & Emergency Affairs, World Vision Bangladesh	Member	Personal Management
29	Mr. Shakib Nabi, Country Director, Christian Aid, Dhaka	Member	Personal Management
30	Mr. Okhil C Baiagi, Disaster Manager, AKK(STP Partner), Dhaka	Member	Personal Management
31	Mr. Alamgir Hossain, Director, DSK (STP Partner), Dhaka	Member	Personal Management
32	Mr. Nasir Uddin, Programme manager-DIPECHO VIII, Action Aid, Dhaka	Member	Personal Management
33	Ms. Shamina Akhtar, National Manager, STP, Christian Aid, Dhaka	Member	Personal Management
34	Mr. Kajal Ahmed, PO-Knowledge Management, STP, Christian Aid, Dhaka	Member	Personal Management

2. It is to be mentioned that on completion of the AMCDRR the hon'ble minister Mr. Mofazzal Hossain Chowdhury Maya, Bir Bikram, MP, Ministry of Disaster Management & Relief, Bangladesh, Mr. Md Shah Kamal, Secretary, Ministry of Disaster Management & Relief, and Mr. Md Reaz Ahmed, Additional Secretary & Director General, DDM, MoDMR will go to Kolkata on 6th November 2016 to visit Disaster Management Centre and Urban Management Centre of Administrative Training Institute of Kolkata and will meet the respective authorities.

3. Mrs. Parveen Chowdhury, wife of hon'ble minister will accompany him and she will bear all the expenses. Mrs. Nadira Begum, wife of P.S. to minister will accompany him and she will bear all the expenses. Mrs. Ranjana Roy, wife of Ardhendu Shekhar Roy will accompany him and she will bear all the expenses.

4. The terms and conditions are as follows:

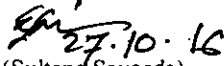
- a. While participating the conference and on journey to & from, they will be treated as on duty.
- b. They will draw their pay and allowances in local currency, no part of it shall be drawn in foreign currency.
- c. The travel and other costs of hon'ble minister will be borne by the host country.
- d. Delegation members of civil society and academia will bear their own expenses.
- e. All expenses of the participants in connection with this conference will be borne by the sponsoring Organization/Agency/Project (shown beside of their names). If the organizer does not bear the expenses of Secretary/Additional Secretary/ equivalent government officials according to their entitlement, rest of the expenses will be borne by Government of Bangladesh as per existing rules.
- f. Delegation will leave Dhaka for India on 1 November, 2016 or on a nearer date and other than Kolkata team the rest of the delegation will leave India for Dhaka on 6 November, 2016 or on a nearer date. The Kolkata team led by hon'ble minister will leave Kolkata on 9 November or on a nearer date.
- g. Mr. Ardhendu Shekhar Roy, Joint Secretary, MoDMR will leave Dhaka on 31st October, 2016. Because he will attend a workshop on eco-system based DRR prior to AMCDRR to be held on 1-2 November 2016. He will also participate AMCDRR. After completion of AMCDRR he will enjoy ex-Bangladesh leave.
- h. During the visit of Kolkata, the expenses of Hon'ble minister will be borne by the Government of Bangladesh, The expenses of Mr. Md Shah Kamal, Secretary, Ministry of Disaster Management & Relief, and Mr. Md Reaz Ahmed, Additional Secretary & Director General, DDM, MoDMR will be borne by JICA.
- i. Each participant has to submit a report within 15 (Fifteen) on return.

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

Sd/-
(Sultana Sayeeda)
Deputy Secretary
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Copy Forwarded for kind information and necessary action to (not according to seniority) :

- 1.Mr. Mofazzal Hossain Chowdhury Maya, Bir Bikram, MP and Hon'ble Minister for Ministry of Disaster Management & Relief, Bangladesh
- 2.Cabinet Secretary, Cabinet Division/Principal Secretary, Prime Minister's Office, Dhaka.
- 3.Chief Secretary, Prime Minister's Office, Tejgaon, Dhaka.
- 4.Senior Secretary, Ministry of Public Administration Home Affairs-Finance Division, Dhaka.
- 5.Secretary, Ministry of Foreign Affairs/Local Government Division, Dhaka.
- 6.Mr. Md Shah Kamal, Secretary, Ministry of Disaster Management & Relief, Dhaka.
- 7.H.E. High Commissioner for the People's Republic of Bangladesh in new Delhi, EP-39, Dr. S. Radhakrishnan Marg, Chanakyapuri, New Delhi, Delhi 110021, India.
- 8.H.E. High Commissioner of India in Bangladesh, House no-2, Road-142, Gulshan-1, Dhaka-1212.
- 9.Director General (Counselor), Ministry of Foreign Affairs, Dhaka.
- 10.Mr. Md Reaz Ahmed, Director General, Department of Disaster Management, Dhaka.
- 11.Mr. Satyabrata Saha, Addl. Secretary (DMP), Ministry of Disaster Management & Relief, Dhaka.
- 12.Mr. Md. Mesbahul Islam, CEO (Additional Secretary), Dhaka North City Corporation, Dhaka.
- 13.Bri. Gen. Ali Ahmed Khan, PSC, Director General, Bangladesh Fire Service and Civil Defense, Dhaka.
- 14.Mr. Md. Monirul Islam, Director General (Economic Affairs), Ministry of Foreign Affairs.
- 15.Mr. Md. Quamrul Hasan, Joint Secretary(PRL), Ministry of Disaster Management & Relief, Dhaka.
- 16.Mr. Ardhendu Shekhar Roy, Joint Secretary, Ministry of Disaster Management & Relief, Dhaka.
- 17.Mr. Md Aowlad Hossain Khan, Joint Secretary, Ministry of Disaster Management & Relief, Dhaka.
- 18.Mr. Md. Abu Taher, Joint Secretary and P.S. to Minister, Ministry of Disaster Management & Relief, Dhaka.
19. Mr. Md. Mohsin, Joint Secretary, Ministry of Disaster Management & Relief, Dhaka.
19. Mr. G.M.Abdul Quader, Deputy Secretary, Ministry of Disaster Management & Relief, Dhaka.
20. Ms. Momena Khatun, Deputy Secretary, Ministry of Disaster Management & Relief, Dhaka.
21. Ms. Sultana Sayeeda, Deputy Secretary, Ministry of Disaster Management & Relief, Dhaka.
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27. Mr. Md. Khurshid Alam, Assistant Country Director, UNDP, Dhaka.
28. Mr. Arif Abdullah Khan, Country Programme Coordinator, UNDP, Dhaka.
29. Mr. Mr. Naoki Matsumura, Country Programme Coordinator(Disaster Management),jiCA, Dhaka.
30. Mr. Khondoker Jakaria Khaled, Deputy Secretary General, BDRCS, Dhaka.
31. Mr. Md. Kamal Hossain, Disaster Resilience Specialist, DPRF, Dhaka.
32. Ms. Niger Dil Nahar, World Food Program, Dhaka.
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38. Ms. Shamina Akhtar, National Manager, STP, Christian Aid, Dhaka.
39. Mr. Kajal Ahmed, PO-Knowledge Management, STP, Christian Aid, Dhaka.
40. Director, Hazrat Shahjalal International Airport, Dhaka.
41. System Analyst, Ministry of Disaster Management & Relief, Dhaka.
42. PS to Secretary, Ministry of Disaster Management & Relief, Dhaka.
43. PS to President of Parliamentary Standing Committee for the Ministry of Disaster Management & Relief.
44. UNDP, Dhaka office. UNISDR, Dhaka office. JICA, Dhaka office. World Vision, Dhaka office. Christian Aid, Dhaka office. IFRC, Dhaka office, BDRCS, Dhaka office.
45. PS to hon'ble Speaker, Bangladesh National Parliament.
46. PS to Member of Parliament (Mr Saber Hossain Chowdhury) and Chairman IPU.
47. Protocol Officer, Ministry of Disaster Management & Relief, Dhaka.
48. System Analyst, Ministry of Disaster Management & Relief, Dhaka (For uploading to webside).


 (Sultana Sayeeda)
 Deputy Secretary
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