

**14th ASEM Finance Ministers' Meeting (ASEM FinMM14)
Virtual Meeting**

6 November, 2020

15:00 hrs to 18:00 hrs Bangladesh Standard Time
(GMT + 6 hrs)

Administrative and Technical Circular

Ministry of Finance
Government of the People's Republic of Bangladesh
www.mof.gov.bd

1. DATE AND VENUE

The 14th ASEM Finance Ministers' Meeting (ASEMFinMM14) will be held via videoconference on 06 November, 2020 (Friday) during 15:00 hrs to 18:00 hrs Bangladesh Standard Time (09:00 hrs to 12:00 hrs Greenwich Mean Time, GMT). Ministry of Finance, Bangladesh will facilitate the virtual conference using Cisco Webex videoconferencing applications

2. CONFERENCE THEME AND AGENDA

Conference Theme

Addressing COVID-19: Ensuring a Strong, Sustainable, Inclusive and Balanced Recovery

Provisional Agenda

Friday, 06 November 2020

(Bangladesh Time)

- | | | |
|-------------------|---|---|
| 3.00 pm – 3.10 pm | : | Welcome address by Finance Minister of Bangladesh |
| 3.10 pm – 3.15 pm | : | A video message from the Honorable Prime Minister of Bangladesh |
| 3.15 pm – 3.45 pm | : | Keynote speech by WB, IMF, ADB (TBC) |
| 3.45 pm – 5.50 pm | : | Speech by Finance Ministers of the partner countries |
| 5.50 pm – 6.00 pm | : | Concluding remarks |

This provisional agenda will be further updated once the confirmation from the keynote speakers and intervening ministers are received.

3. MEETING ARRANGEMENTS AND KEY ORGANIZERS

The Finance Division, Ministry of Finance and the Ministry of Foreign Affairs of the Government of the People's Republic of Bangladesh will jointly organize the conference. The key contact points are:

For Coordination:

1. Mr. Md. Azizul Alam
Additional Secretary, Finance Division, Ministry of Finance
Government of the People's Republic of Bangladesh
Phone: +8801712172170
Email: mazizul@finance.gov.bd; md.azizulalam@yahoo.com
2. Mr. Zokey Ahad
Director General, Ministry of Foreign Affairs
Government of the People's Republic of Bangladesh
Phone: +8801746648027; Email: dgro@mofa.gov.bd

Additional Contacts:

1. Mr. Abu Daiyan M Ahsanullah
Deputy Secretary, Finance Division, Ministry of Finance, Bangladesh
Phone: +8801711814402; Email: daiyan.ahsan@finance.gov.bd
2. Ms. Sayeda Jesmin Sultana Milky
Director (RO), Ministry of Foreign Affairs, Bangladesh
Phone: +8801842639263; Email: dirro@mofa.gov.bd
3. Mr. Tanmoy Majumder
Senior Assistant Secretary (RO), Ministry of Foreign Affairs, Bangladesh
Phone: +880-1842413395; Email: asro@mofa.gov.bd

For IT Issue:

1. Mr. Md. Abu Baten Talukder
Senior System Analyst, Finance Division, Ministry of Finance, Bangladesh
Phone: +8801748479359; Email: batent@finance.gov.bd

4. REGISTRATION

Each partner government and partner organization is invited to nominate the Minister/ Head of Delegation plus one accompanying official to attend the conference. Delegations are requested to register online via the following link by **October 29, 2020 (Thursday)**:

https://mof.portal.gov.bd/forms/form/ASEM_FinMM14

Alternatively, the attached nomination form (ANNEX-1) can be filled out and a scanned copy may be emailed to **daiyan.ahsan@finance.gov.bd** with a copy to **dirro@mofa.gov.bd** and **asro@mofa.gov.bd**. Videoconference link, meeting ID and password will be securely emailed to the registered participants well ahead of time.

5. VIDECONFERENCING TEST SESSION

There will be a test session on 04 November, 2020 (Wednesday) during 15:00 hrs to 18:00 hrs Bangladesh Standard Time (09:00 hrs to 12:00 hrs GMT). The test call will be hosted by conference secretariat officials and IT technical person. It is recommended that all partner countries and organization take part in this test session. Meeting ID and password of the test session will be securely emailed to the registered participants well ahead of time.

6. INTERVENTIONS BY THE DELEGATES

Due to time constraint, it is expected that Ministers/ Head of Delegates who wish to speak in the conference let the conference secretariat know their decision well ahead of time by mentioning their choice in the section 4 of the registration form. This will allow the chair to invite the delegates to speak.

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Conference Registration Form

1. Name of the Partner : [name]
Country/Partner Organization

2. Head of Delegation : [Name]
[Designation]
[Office]
[Email address where meeting ID and password will be sent]

3. Accompanying Official : [Name]
[Designation]
[Office]
[Email address where meeting ID and password will be sent]

4. Do the Head of Delegation wish to speak during the conference : [Yes/No]

5. Designated official for coordination with the conference secretariat : [Name]
[Designation]
[Office]
[Email address]
[Phone number]
[Phone number WhatsApp]