



Governments of the People's Republic of Bangladesh  
Local Government Division  
Planning-2 Section



“শেখ হাসিনার মূলনীতি  
গ্রাম শহরের উন্নতি”

Memo. No: 46.094.007.01.00.09.2018 (Part-1)-656

Date: 05/12/2022

**Meeting Notice**

The undersigned is directed to inform that a meeting with a Mission from **JICA HQs** on Upazilla Governance and Local development sector to discuss the ToR of preparatory survey for UGDP (Phase-2) will be held on **07 December 2022 at 01:00 pm** in conference room of Local Government Division (Room no. 601, Building no. 7). Mr. Muhammad Ibrahim, Secretary, Local Government Division will preside over the meeting.

02. All concerned are requested to make it convenient to attend the meeting.

পলি কার,  
05/12/2022

(Poly Kar)  
Deputy Secretary  
Phone: 55100889

**Distribution (Not according to seniority):**

**GoB**

1. Additional Secretary (Admin) and NPD, UGDP Project, Local Government Division, Bangladesh Secretariat, Dhaka.
2. Director General (MIE), Local Government Division, Bangladesh Secretariat, Dhaka.
3. Joint Secretary (Planning Branch 1/2), Local Government Division, Bangladesh Secretariat, Dhaka.
4. Deputy Secretary (Planning-2), Local Government Division, Bangladesh Secretariat, Dhaka.

**JICA:**

1. Ms. Saito Mihoko, Deputy Director and Team Leader, JICA HQs.
2. Mr. Sera Koki, Assistant Director, JICA HQs.
3. Mr. Nakamaru Sinsuke, Deputy Assistant Director, JICA HQs.
4. Mr. Naka Kotaro, Country Officer, JICA HQs.
5. Mr. Hiroki Watanabe, Representative, JICA Bangladesh.
6. Ms. Sanjida Haque, Senior Program Officer, JICA Bangladesh.

**Copy for information and necessary action:**

1. Joint Secretary (Security-2), Public Security Division, Dhaka, Bangladesh (with a request to allow the invitees to enter Bangladesh Secretariate in the meeting with vehicles.
2. Deputy Secretary (Admin-2), Local Government Division, Dhaka, Bangladesh (With a request to arrange refreshment)
3. PS to Secretary, Local Government Division, Dhaka, Bangladesh.
4. Programmer, Local Government Division, Dhaka, Bangladesh (With request for providing IT support).