

Government of the People's Republic of Bangladesh  
Security Services Division  
Ministry of Home Affairs  
(Immigration-V)  
Bangladesh Secretariat, Dhaka  
[www.ssd.gov.bd](http://www.ssd.gov.bd)

**Subject:** Minutes of Preparatory meeting on "6<sup>th</sup> Asian Network for Document Examination (ANDEX) Meeting 2020".

**Venue:** Office Room of Mr. Mohammed Azharul Huq, Additional Secretary (Security and Immigration), Security Services Division (SSD), Ministry of Home Affairs (Building-08, Room No-314, 3<sup>rd</sup> Floor)

**Date and Time:** 12 February 2020, at 10.30 am.

**Chaired By:** Mr. Mohammed Azharul Huq, Additional Secretary (Security and Immigration), Security Services Division (SSD), MoHA.

**Participants List:** Annex 1

1. The Chair of the meeting inaugurated the meeting by thanking everyone. After that he requested the participants to introduce themselves. After the introduction of participants, he requested to representative of IOM to present the objective and scope of this meeting and also the objective of the proposed ANDEX meeting in April 2020.
2. IOM Representative presented the objective of the ANDEX Meeting with mentioning the brief history of ANDEX, especially how ANDEX works to create a knowledge sharing platform for our immigration department and makes immigration process of Bangladesh more efficient to encounter different type of document forgery. In addition he also represented the role of MoHA, other Ministrys and Departments. More over he explained regarding administrative note, draft agenda and responsibility of IOM on arranging ANDEX meeting. He also mentioned that, IOM will bear the travel, accommodation and daily subsistence allowances for all foreign participants of ANDEX meeting.
3. Additional Secretary mentioned that Security Services Division, Ministry of Home Affairs welcome the initiative of ANDEX Meeting. He discussed about the objective and over all arrangement procedure of the meeting. Throughout the discussion following decisions has come out:
  - a. The ANDEX Meeting will be held during 6-8 April 2020 in Dhaka.
  - b. Mr. A S M Zakir Hossain, Joint Secretary, Security Services Division, Ministry of Home Affairs has been appointed as focal point from Security Services Division (SSD), Ministry of Home Affairs for this event. He will sign the invitation letter in favour of Security Services Division (SSD), Ministry of Home Affairs.
  - c. One representative from following Ministry/Department will participate in this meeting:
    - i. Security Service Division (SSD), Ministry of Home Affairs (MoHA);
    - ii. Ministry of Foreign Affairs (MoFA);
    - iii. Ministry of Expatriates' Welfare and Overseas Employment (MoEWOE);
    - iv. Department of Immigration and Passport (DIP);
    - v. Bureau of Manpower Employment and Training (BMET).

And

Members of Special Branch of Bangladesh Police will Co-ordinate the all Event/Meeting.





- d. Regarding the welcome reception, it has commonly practiced in ANDEX meeting to organize a welcome reception at the day before the first day of workshop and cost was bearded by respective Government. Additional Secretary asked Special Branch to take it to the consideration the possibility to arrange a welcome reception for the participants. In that case, Special Branch will bear the cost of the welcome reception.
- e. Additional Secretary requested IOM to share the draft agenda for review and comments.
- f. For the opening speech on 6<sup>th</sup> April, Additional Secretary proposed a senior official from Special Branch, Bangladesh Police. Moreover, IOM representative may provide the speech in closing ceremony.
- g. Additional Secretary requested the SS Immigration to prepare the country presentation aligned to ANDEX Thematic area and to share with DIP, BMET and Security Services Division, Ministry of Home Affairs for their feedback.
- h. Regarding the security issue of international participants, IOM will coordinate through United Nations Department for Safety and Security (UNDSS) with concern authorities.

The meeting was ended up with positive and constructive discussions and resulted in sound decisions. In final remarks, the Chair wrapped up the final actions and thanked to everyone presented in the meeting for their kind contribution.

Sd/-  
(Mohammed Azharul Huq)  
Additional Secretary (Security and Immigration)  
Security Services Division.  
Ministry of Home Affairs.

No: 58.00.0000.044.34.002.19-154

Dated: 19 February, 2020.

1. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
2. Secretary, Ministry of Expatriates Welfare and Overseas Employment, Eskaton Road, Dhaka.
3. Director General, Department of Immigration & Passports, Dhaka.
4. Director General, Bureau of Manpower Employment and Training (BMET), Kakrail, Dhaka.
5. Addl. I.G. of Police, Special Branch, Rajarbagh, Dhaka.
6. Chief of Mission, Mission in Bangladesh, International Organization for Migration (IOM), House No-13/A, Road-136, Gulshan-1, Dhaka-1212.

  
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Copy forwarded for information to:-

1. PS to Hon'ble Secretary, Security Services Division, Ministry of Home Affairs, Dhaka.
2. Programmer, Security Services Division, Ministry of Home Affairs, Dhaka. (for uploading the G. O. to [www.ssd.gov.bd](http://www.ssd.gov.bd))
3. PO to Additional Secretary (Security and Immigration), Security Services Division, Ministry of Home Affairs, Dhaka.