

Government of the People's Republic of Bangladesh  
Skills and Training Enhancement Project  
Directorate of Technical Education  
Technical and Madrasah Education Division  
Ministry of Education  
F-4/B, Agargaon, Sher-E-Bangla Nagar, Dhaka 1207

Memo no. STEP/Admin (1)/50.13 (ISC)/2018- 1680

Date: 20/12/2018

**Meeting Notice**

A preparatory meeting of Event Management, Security, Cultural and Transportation Sub-Committee of **International Skills Conference 2019** will be held on 23 December 2018, Sunday at 3.30 pm at the Room No - 911 of Technical and Madrasah Education Division, Ministry of Education, Transport Pool Building, Dhaka.

Members of the sub-committee are requested to attend the meeting to play a vital role for the development of technical education in Bangladesh.

**Agenda:**

1. Preparing a work plan
2. Identify the requirements
3. Duty distribution
4. Miscellaneous

  
(Md. Zillur Rahman)

Communication & Mobilization Specialist  
Skills and Training Enhancement Project  
&  
Member, Event Management, Security,  
Cultural and Transportation Sub-Committee  
of International Skills Conference 2019

**Distribution (not as per seniority):**

1. Mr. Ajit Kumar Ghosh, Joint Secretary, TMED
2. Representative, IDEB
3. Representative, BGMEA
4. Mr. Asif Ayub, Additional Secretary, BEF
5. Mr. Md. Masudur Rahman, BEF
6. Md. Nuruzzaman, DPD, STEP
7. Mr. Robindranath Mahat, PO, STEP

**CC for Information (not as per Seniority):**

1. Secretary, Technical and Madrasah Education Division, Ministry of Education, Dhaka
2. Mr. A. K. M. Zakir Hossain Bhuiyan, Additional Secretary, TMED
3. Mr. Ashoke Kumar Bishwas, Additional Secretary (Technical), TMED
4. DPD (Admin & Finance), STEP (With the request of arranging refreshment for the meeting)
5. Dr. Mokhlesur Rahman, Senior Operations Officer, World Bank, Dhaka
6. Office Copy / Master Copy