

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Dhaka

Minutes of the Senior Officials' Meeting

Chair : Ambassador Masud Bin Momen, Foreign Secretary (Senior Secretary)
Date & time : **27 December 2022**, 14:15 hrs
Venue : New Building Conference Room, N-101
Attendees : Directors General and above of the Ministry

The last Senior Officials' Meeting of the year started with welcome remarks by the Foreign Secretary, who thanked everyone for working through a challenging year. As the threat of a new strain of the Coronavirus looms, the Foreign Secretary requested all senior officials to remain vigilant. Director General (Corona Cell) informed that, while the new strain maybe highly communicable, there are currently no reports on the morbidity of the new strain. The Foreign Secretary opined that a year ending circular regarding COVID-19 may be issued along with advisory guidelines.



RESTRICTED

39. Director General Mohammad Rafiqul Alam shared the improvements made in the preparation and design of the Foreign Office Briefing Notes (FOBN). Several substantive articles may be published in the FOBN, Secretary (Maritime Affairs Unit) commented. The focal point of the Ministry on the Right to Information (RTI), Director General Mohammad Rafiqul Alam updated the senior officials on the cataloguing of all files of the Ministry. He informed that file lists from all Wings have been collected, catalogued and indexed already.

M