



# JICA Alumni Association of Bangladesh

Meherba Plaza (5<sup>th</sup> Floor), Room # 5-H, Topkhana Road, Dhaka-1000

Tel/Fax: 88-02-9561589, Mobile: 01753577630

Email: [jica.aabd@gmail.com](mailto:jica.aabd@gmail.com)

JAAB/MINUTES/

Date:

Subject : Minutes of the 2<sup>nd</sup> Meeting of Executive Committee held on 06.04.2018.

Chair: Dr. Md. Mozammel Haque Khan, President, JAAB

Venue: Meherba Plaza, 5<sup>th</sup> Floor, Room No. 5H, 33 Topkhana Road, Dhaka.

The 2<sup>nd</sup> Meeting of the Executive Committee was held on 6<sup>th</sup> April 2018 presided over by Dr. Md. Mozammel Haque Khan, President, JICA Alumni Association of Bangladesh (JAAB). List of Participants is shown as annexure-1. Agenda of the meeting were as follows:

Agenda:

1. Approval of minutes of the last meeting of Executive Committee
2. Installation Ceremony & Observation of Bengali New Year Celebration 1425.
3. Discussion on Formation of Sub-Committees.
4. Miscellaneous.

## Discussion and Decision:

The President of JICA Alumni Association welcomed the members of the Executive Committee and thanked them for attending the meeting. He requested General Secretary Engr. Syed Mahfuz Ahmad PEng to present according to agenda wise. Accordingly he presented and the following decisions have been taken:

| Sl No. | Agenda/issue                                                             | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                | Decisions                                                                                                                                                                                                                                                                                                                                                                                               | Responsibility                                                        |
|--------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 1.     | Approval of minutes of the previous meeting.                             | The minutes of the last meeting was readout and as there was no change it was confirmed.                                                                                                                                                                                                                                                                                                                                                  | The minutes of the last meeting was confirmed.                                                                                                                                                                                                                                                                                                                                                          | General Secretary                                                     |
| 2.     | Installation Ceremony & Observation of Bengali New Year Celebration 1425 | According to decision of last Executive Committee meeting Invitation letter has been sent to Chief Guest: Mr. Abul Maal A. Muhith, MP, Hon'ble Minister, Ministry of Finance, Government of the People's Republic of Bangladesh.<br>Special Guest: (1) H.E. Mr. Hiroyasu Izumi, Ambassador Extraordinary Plenipotentiary Embassy of Japan in Bangladesh and<br>(2) Mr. Takatoshi Nishikata, Chief Representative, JICA Bangladesh Office. | (a) After threadbare discussion it was decided that only all JAAB Members will be invited in the Installation Ceremony & Observation of Bengali New Year Celebration 1425 program.<br>(b) Registration fee for confirmation of participate each Member Tk. 100.00 (one hundred) and Driver Tk.100.00 (one hundred).<br>(c) A Cultural program will be also arranged followed by dinner and raffle draw. | General Secretary and Member Secretary of the related sub committees. |
| 3.     | Discussion on Formation of Sub-Committees                                | Different sub-committees was placed in the meeting by General Secretary for Installation Ceremony and Bengali New Year 1425 Celebration.                                                                                                                                                                                                                                                                                                  | (a) Different sub-committees are approved by the meeting (Attached as annexure-2).<br>(b) Any committee may co-opt any member as per necessity.<br>(c) Every committee is requested to start their activities as soon as possible to make the program a successful.<br>(d) Member Secretary of each committee will give the update progress in the next meeting.                                        | General Secretary and Member Secretary of the related sub committees. |
| 4.     | Miscellaneous                                                            | Date of next Executive Committee meeting was discussed.                                                                                                                                                                                                                                                                                                                                                                                   | Next Executive Committee meeting will be held on 18 <sup>th</sup> April 2018 at 5:30pm.                                                                                                                                                                                                                                                                                                                 | General Secretary                                                     |



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As there was no other issue for discussion, the meeting was concluded by the President with thanks.

(Dr. Md. Mozammel Haque Khan)

President

JICA Alumni Association of Bangladesh.

**Distribution:**

Mr./Ms. .... (All Executive Committee Members).