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Date: 01 July, 2021

Subject: 4th Project Steering Committee Meeting UNIDO/GEF Sialkot Tannery Zone Project

Dear Ms. Naheed S. Durani,

It is in your kind knowledge that UNIDO in collaboration with MoCC and SCCI, is implementing the GEF funded project titled "Mainstreaming Climate Change Adaptation through Water Resource Management in Leather Industrial Zone Development." This project is of four years duration and its objective is to help in shifting of tanneries located in and around the Sialkot city to a centralized location and provision of various facilities like Common Effluent Treatment Plant, Common Effluent Collection System and introduction of Cleaner production techniques, to become environmentally compliant. The project has now reached at advance stage, near to completion. The project brief along with updated progress is enclosed herewith as Annexure-I.

In order to present the progress of project and to approve yearly work plan, a project Steering Committee (PSC) consisting of major stakeholders has already been formed under the chairmanship of your good office, the list of PSC members is enclosed herewith as Annexure-II. The 4th PSC meeting is due and we would like to propose conducting the 4th project steering committee meeting.

In this context, we would like to request and seek your kind consent to chair the PSC meetings. The 4th PSC meeting is proposed to be conducted on **27th or 28th of July, 2021 at 11.30 am** in the **conference hall of Sialkot Chamber of Commerce & Industry**, as per your convenience / availability. The agenda of meeting is enclosed herewith as annexure-III.

We look forward to your confirmation.

A handwritten signature in blue ink, appearing to read "Nadia Aftab", is positioned above the name "Nadia Aftab".

Nadia Aftab

UNIDO Country Representative

Ms. Naheed S. Durani
Federal Secretary
Ministry of Climate Change, Islamabad