

Services Updates – September 2017

A) Human Resources

1) Current Workforce

As of 30th September 2017, current workforce is **39 pax**.

2) Recruitment

Interview for the position of Assistant Officer, Pulau Ketam were conducted on Tuesday, 5th Sept 2017 and Monday, 11th Sept 2017.

There are 2 potential candidates identified and arrangement has been made for them to take part in the event to be held at Pulau Ketam in early October 2017. They will be required to be there from Monday, 2nd Oct to Saturday, 7th Oct. 2017

3) Misc

Coordinated insurance coverage requests from NEC for their NEC Day trip : Discovery Orang Asli on 8th Sept 2017. Another request came from NEC for their HSBC Natural Classroom with SK Damansara Jaya (1) held on 20th Sept 2017.

B) Financial Management of Projects

1) The Biodiversity Finance Initiative Malaysia (BIOFIN) Exercise

Attended the Biodiversity Expenditure Review (BER) check-in session, the 1st phase under BIOFIN training on Friday, 15th Sept 2017 at WWF Malaysia office with Ms Stephanie Bacon.

Both of us also attended the 2nd phase of the BIOFIN process which is the Financial Needs Assessment (FNA) on 28th Sept 2017 at Wisma UN

Note - The Financial Needs Assessment (FNA) is the next step after the BER process in the BIOFIN project. This is looking at estimating the financial needs in achieving the national biodiversity policy targets (as indicated in Malaysia's National Policy on Biological Diversity {NPBD}). In other words, what is the funds required in order to carry out the Society's future biodiversity-related projects.

2) Project Agreement/Memorandum of Understanding (MOU)

Project agreement between MNS and TrEES sent to EXCO members for their feedback on 18th Sept 2017. This is a project for TrEES to organise the NGO Roundtable Discussion on Central Forest Spine (CFS). This project will be fully funded by EU Project.

3) Sept 2017 “Rumah Api” Report and Sept 2017 “Along” Report

As presented during the last management meeting on 13th Sept 2017, the payment tracking has been upgraded to act as an alert system. Just like how a lighthouse is functioning for ships at sea. Hence, this excel spreadsheet acts as our “rumah api” giving us an indicator /estimate how much we expenditure incurred so far. This way, the team is better prepared when the monthly accounts is produced.

For easy digestion, a summary is also prepared as indicated on 1st sheet of this document. Management team can easily refer to this document for their division/unit Fixed Costs (salaries & utilities) and Others (expenses incurred in Sept 17). The breakdown of the fixed costs divisions/units was also provided. The ideal is for the team to be constantly reminded that regardless how much income coming in for that particular month, the fixed costs is something that must be paid. Please refer to 1st attachment for details.

Management team was also informed that moving forward, Services will take the lead and be more aggressive in collecting debts. This is important as it has an impact on the Society’s cashflow. (income). Hence, the trade receivable listing has been upgraded as “ALONG” report.

Note – Just like any other system, Accounting is just a system that being programmed to do specific tasks. Example, raising an invoice for payment and indicating that as income received for that particular month. However, the reality is, we have not received the payment yet. Thus, this report will be produced on monthly basis so that management team is more aware regarding the Society’s cash flow situation. When the Sept Along report was produced, we have managed to collect RM 107,760 or 30% of the debts. Please refer to 2nd attachment for details.

These 2 reports together with the monthly graphs will act as supporting tools to monitor the Society’s financial situation in addition to the monthly accounts produced by the Finance Manager.

4) Misc.

Payment requests processed and bank in slips for payments made distributed to the relevant vendor/supplier/project managers for their record purposes.

C. General Administration

1. Children Gardening Project

Email notification from Ong Le Sean forwarded to the management team on 19th Sept 2017. He is the leader for the homeschooling community for the children gardening project. Note - They contacted us via Flora Group earlier and after a few months, they decided to move their gardening project to another site. Hence, they handed back the identified site to MNS as of current state.

2. MNS HQ Building

After the appeal letter was sent to Bahagian Pengurusan Hartanah (BPH) and after the full payment made i.e RM 22,200 (RM 5,550 per month for 3 months deposit & 1 month rental), a

phone call received on 27th Sept 2017 from the officer in charge i.e. En Ahmad Shamel bin Mohamed asking what is the rate we would want the monthly rental to be.

That gave me an idea that perhaps we can ask for a reduction in rental due to the current economic situation the country is facing. We also need to deal with challenges as companies reducing their sponsorships as cost cutting measures on their side. Hence, a request was put in asking for the rental to be reduced from RM 500 to RM 400 per month. If this is successful, we will be saving RM 1,200 per year of rental costs for the next 3 years (note - the current rental agreement is from July 2017 – June 2019).

D) Miscellaneous

1) Invitation sent to Wong Chee Hoo, Chair of Terengganu Branch to attend the “*Majlis Sambutan Hari Hutan Antarabangsa & Hari Konservasi Ecosistem Hutan Paya Laut Antarabangsa Peringkat Kebangsaan Tahun 2017*” on 5th Sept 2017.

2) Invitation sent to Amir Hamzah, Chair of Kelantan Branch on 6th Sept 2017 to attend the public consultation RSPO Initial Assessment for Felda Global Ventures Plantations (Malaysia) Sdn. Bhd. – Aring POM (Sime Darby Plantation Sdn. Bhd).

3) Email invitation forwarded to EXCO members on 6th Sept 2017 to attend the Public Symposium on “Infrastructure in the Asia-Pacific: Promoting Benefits and Limiting Environmental Risks”. Another invitation was also sent to EXCO to attend Public Consultation (for Malaysia) of the RSPO P&C Review to be held on 19 & 20 September 2017 was sent to EXCO members on 11th Sept 2017.

4) The invitation to the 16th Annual Thailand Bird Fair (24th to 27th Nov 2017) forwarded to chair of BCC, Tan Choo Eng on 6th Sept 2017

5) Invitation sent to Anna Wong, Chair of Sabah Branch on 9th Sept 2017 to attend the Malaysia National Oceanographic Data Centre (MyNODC) Outreach Programme Series 3.

6) Participated in organising the MNS Conference and AGM in Langkawi from Thursday, 14th Sept to Monday, 18th Sept 2017

7) Together with Ms Stephanie Bacon, went to Registrar of Society (ROS) on Friday, 29th Sept 2017 to seek clarification regarding clause 16.3 under the new constitution. Note – we been informed that a person is not allowed to hold 2 positions within the Society.

8) Sorted out request from Singapore MediaCorp in the mid of Sept 2017. They are in the midst of producing a programme known as “Tuesday Report”. Changi is one of the places which will be featured in a new documentary series called “Streets of Memory”. This story is about Changi History from past to now. Hence, they seek MNS’s permission to use our Changi Tree photo that appeared on the cover of MNJ Vol. 22 (1969). Requested them to donate 100 SGD and payment of RM 312 received on 9th Oct 2017 which is parked at Editorial – MNJ

The End