

Services Updates – November 2017

A) Human Resources

1) Current Workforce

As of 30th November 2017, current workforce is **40 pax.**

2) Recruitment

i) Internal/Local

Agnes Loh Keat Geok joined the workforce as the Project Assistant, Pulau Ketam effective Monday, 20th Nov 2017 .

ii) External /International

Advertisement from Birdlife International for the Project Manager – SEA Forest policy went out end Oct/early Nov with application deadline of 9th Nov.

The advertisement for Malaysian newspaper (the Star) was out on Saturday, 18th Nov with deadline by 26th Nov 2017 . Internal notification to all staff was sent out on 6th Nov 2017 .

A few candidates were shortlisted and the interview sessions will be held on Monday, 4th Dec and 7th Dec via skype and facilitated by Birdlife International.

3) Interns

Three students from Monash University started their internship with MNS effective 20th Nov until 13th January 2018 . There were Celine Chew attached to KPA, Janice Lee attached to UEEH and Nicki Chin attached to EE Division.

4) Induction/Orientation

Induction/orientation for Agnes and the 3 interns were conducted on Monday, 20th Nov 2017

5) Misc.

i) Session with the Gardener conducted on 3th Nov with the help of Shiyamala as HR needs the help of tamil speaking person. It was decided that the Gardener's services is no longer required. Other arrangement will be made to replace him.

ii) Facilitated request for insurance coverage from EE for their Primary School Camp held at EcoCare , Kertih on 1st Nov 2017. Another 2 requests came in from NEC for their Natural Classroom with SJKT Effingham on 8th Nov 2017 and for their Young Ecologist programme held on 24th to 26th Nov 17. The 4th request came from Raffi (via Zaid) for his Lend Your hand - Volunteer Programme at Kuala Gandah Elephant Sanctuary on 17th Nov 2017.

iii) Sashikala Manikam and Nurul Adha Ujang were requested to attend the FOC ½ day event organised by ERE Consulting Group on Empowering Local Communities in Environmental & Natural Resources Management on 7th Nov 2017.

iv) Shiyamala Sivakumar, Maichal Isthyben and Amirah Adibah Adenan been requested to attend the MSPO (Malaysia Sustainable Palm Oil) auditor training. Training conducted from 20th to 22nd Nov 2017.

v) Arrangement made for 6 staff from MNS to be trained on Tree Identification at FRIM. Course organised by Selangor Branch . It was a 3 days event. Note – Email was sent out to those staff that Balu Perumal, Head of Conservation is willing to share his knowledge & experience in plant identification. Hence, monthly class in the field will commence from January 2018 onwards i.e. on the last Saturday of each month. Now, the team needs to suggest the specific group of plants they wish to learn e.g. mangroves, climbers, fruit trees, etc. Note – the 6 staff were Shiyamala, Nurul Adha, Amirah Adibah, Sonny Wong, Shahril Kamarulzaman, Zalikha Zaharuddin and Anisah Ahmad .

B) Financial Management of Projects

1) Together with Shiyamala, attended the Yayasan Hasanah (YH) Impact Assessment workshop held on Mon. 13th Nov till Tue, 14th Nov 2017 . This is a capacity building exercise whereby MNS as one of their new partners was given exposure on how to articulate long term as well as developing appropriate output, outcome and social impact indicators that will enable assessment of our their short-mid-long term results.

2) Together with the GIS Officer under the EU i.e. Steve Page , sorted out queries from ESRI Malaysia . They have been approached as MNS would like to be one of the beneficiaries for their ESRI NPO Programme. Actual contact was done via ESRI Inc. Support document provided as requested. This was done in early Nov 2017. Once qualified, GIS maps can be purchased at reasonable rate.

3) Working with Stephanie Bacon, Honorary Secretary to complete the 2nd part of the BIOFIN exercise. Hence, the data for the Financial Need Analysis (FNA) submitted to PE Research on 17th Nov 2017 .

4) Facilitated the request from DENSO (Malaysia) on 20th Nov 2017 as they need a copy of the approved letter from IRB stating MNS has the tax exempt status . DENSO is our regular customer for EIC .

5) Vendor form filled up and relevant supporting documents provided to Repsol Oil on 29th Nov 2017. This is for M&P tree salvaging programme to be conducted on 5th December 2017 . This has to been done in order for them to process our payment request.

6) Payment requests for Nov 17 processed and bank in slips for payments made distributed to the relevant vendor/supplier/project managers for their record purposes.

C) Finance

- 1) The payroll system (UBS) has been updated and the licence renewed until March 2019
- 2) The Nov 2017 accounts has been submitted to Head of Services on Monday, 18th Nov 2017 .
- 3) GST submission for Oct 2017 done on 20th Nov 2017
- 4) Testing on the new accounting system i.e. Better Business Solution (BBS) is done in the month of Nov 2017. Basic teething problems have been resolved. However, there are still some challenges to be faced

D) General Administration

- 1) Request came in from Mediacorp Chinese CA Producer as they would like to use the photo of the Changi Tree in their documentary . The tree was featured as the cover of MNJ , Vol 22 (1969). Negotiated and they agreed to pay SGD 100 (RM 312) for that one time usage and to credit/acknowledge MNS for the usage of that photo. Payment received and parked at Editorial – MNJ.
- 2) Facilitated request from MYCAT to use the conference room for the MYCAT Working Committee on 15th Nov 2017 . Arrangement was also made for lunch .
- 3) Facilitated request from Flora Group for them to use the UCF room on 4th Nov 2017 & 9th December 2017.
- 4) Working with Raffi Ismail, M&P Manager to provide the relevant supporting documents to NRE for them to support our request to Custom to donate certain vehicles that are “ lucut hak kastam “ for our purposes. This is completed on 17th Nov 2017 . Request approved by NRE on 24th Nov 2017. Note – this is meant for vehicles seized by Custom and auctioned off by them.

D) Miscellaneous

- 1) Email invitation from Yayasan Bank Rakyat forwarded to Wong Chee Ho, Terengganu Chair on 9th Nov 2017 for Terengganu Branch to attend the *Majlis Perasmian Pusat Penetasan Penyus Pantan Teluk Mak Nik and Buku Laporan Propograsia Batu Karang*
- 2) Invitation sent to Tan Chong Eng, Penang Chair on 10th Nov for Penang Branch to attend the “ *Town Hall* “ – *Pembentukan Pelan Strategik Seberang Perai 2018 - 2022*
- 3) Information on Ulu Muda was sent to the event company i.e. MI Cultural Event (MICE) in mid Nov 2017. We are organizing a dinner-cum-special screening of the film ‘Kadvi Hawa’ to raise awareness of the economic and emotional impact of climate change. Invitation letter for sponsorship were sent to 12 selected companies on 23rd Nov 2017. Screening of the Bollywood movie will be held on Saturday, 9th Dec 2017 at GSC Pavilion.

The End