

Services Updates – October 2017

A) Human Resources

1) Current Workforce

As of 31st October 2017, current workforce is **39 pax**.

2) Recruitment

a) In –house/local

A candidate has successfully completed her assignment at Pulau Ketam i.e. to be a part of the team that organised an event for the project's funder. Hence, Agnes Loh will be joining the Tapir family effective 20th Nov 2017

b) External /International

Had a skype session with Vina Dharmarajah from Birdlife Singapore office and Noelle Kumpel, Head of Policy, Birdlife International on Friday, 20th Oct 2017. Request came from them for MNS to host the Regional Coordinator for the EU project as the Singapore office is not qualified to host this position.

After getting the approval from the ED, I was put in contact with their HR Advisor, Rachel Baker.

Had a series of emails exchange to sort out the logistics regarding hosting this position in MNS. In summary, the advertisement has been arranged to appear in Star newspaper on Saturday, 19th Nov and suitable Malaysian candidates will be interviewed on Monday, 27th Nov 2017. A separate agreement will be drawn out for this. Note – Birdlife agreed to pay for my time especially if I'm required to apply for employment pass for non Malaysian. The advertisement cost will be covered by them, of course. They will be paying us RM 1,000 per month for office space and 7% as overhead costs. Already negotiated for 6 months funds in advance to cover for this position.

3) Misc

i) Coordinated insurance coverage requests from NEC for their HSBC Natural Classroom programme with SK Sungai Sireh on 11th Oct 17.

ii) Arrangement has been made for early pay for Oct 17 for all staff due to Deepavali.

iii) Tree Identification course - 7 staff have been identified to attend the Tree Identification Course organised by Selangor Branch. Training will be conducted on 5th to 7th Dec 17 at FRIM Arborata Training Centre.

vi) Email notification regarding Birdlife Young Conservation Leader Award was circulated to all staff on 30th Nov 17. Note - Awards will go to teams of at least three early-career (less than 5 years' experience) conservation professionals. Award winners will receive project funding of **£10,000** for a one year project, alongside leadership training and continued career support post-project.

B) Financial Management of Projects

1) Meeting with TrEES on 2nd Oct 17 for the signing of their contract (CFS Roundtable Discussion) and to clarify on certain clauses.

2) Agreement with Yayasan Hasanah circulated to EXCO on 4th Oct 17 for their comments & feedback. This is meant for Membership Unit project i.e. Young Environmental Stewardship Programme. Another request was sent to EXCO on 11th Oct 17 requesting for feedback for MOU between MNS and Aseana Chic Enterprise.

3) The first phase of Biodiversity Finance Initiative Malaysian (BIOFIN) has been successfully completed. Data for Biodiversity Expenditure Review (BER) was submitted to the consultant i.e. PE Research on 9th Oct 17. Special thank you to Honorary Secretary, Stephanie Bacon and one of our Research Assistants (RA), Cik Alifah Ilyana for their assistance in this matter.

4) Sorted out Ecocare request on 20th Oct 17 for the relevant supporting documents to be sent to a university. Note – it is a standard requirement from local universities nowadays that MNS needs to be registered as a vendor before payment can be processed by them. Another request came in from M&P on 20th Nov for Services to provide relevant info in order to set up MNS as a vendor in the corporate's system.

5) Contract from NCTF for hornbill project received on 24th Oct 2017.

6) Sorted request from Shell Malaysia for donation meant for Miri Branch. Their request for back dated tax exemption receipts could not be entertained. Hence, as an alternative, a confirmation letter was issued from the branch. Agreement was reached after a few round of emails.

7) Payment requests for Oct 17 processed and bank in slips for payments made distributed to the relevant vendor/supplier/project managers for their record purposes. The monitoring tools i.e. "rumah api" report and "Along" report for Sept circulated to management team on 4th Oct 17.

C) Finance

1) The initial or first session for the new POS system, accounting and membership system was conducted on 12th Oct 17. Testing of the system was conducted. There are some teething problems that are still being sorted out with the supplier i.e. Green Matrix.

2) Effective Oct 17, EPF contribution payment is made through Direct Debit Authorisation (DDA) as per directive received from KWSP/EPF

3) The Sept 17 GST collection submitted to Custom Department on 30th Oct 17

4) Lim Lay Ean, the Finance Manager was tasked as one of the photographers for Pesta Sayap on 14th Oct 17

5) Lim Lay Ean also attended the Photography workshop held on 26th Oct 2017

6) The Sept 17 accounts report submitted to Head of Services on 15th Nov 17. Please refer to attachment 1 & 2 for details.

D) General Administration

1) Facilitated Flora Group request for them to use the UCF room on 18th Oct 17

2) Coordinated the request from Vincent Chow for all the materials (data & photographs) regarding Urban Community Forest (UCF) being sent to him. He has kindly agreed and volunteered to prepare the marketing booklet for UCF

3) Received a request from Abdumuala Hamza, Terengganu Branch on 10th Oct 17 for 5 old articles that were published in MNJ on Pulau Perak (from 1949 to 1974) . Those articles were successfully scanned over to him as requested.

D) Miscellaneous

1) Invitation from Perbadanan Taman Negara (Johor) for MNS to attend Seminar Santuari Dugong 2017 was forwarded to Johor Branch on 1st Oct 17 . Another invitation from the same organiser forwarded to Johor Branch on Sun, 22nd Oct 17 for them to attend the Mesyuarat Pembentangan Draf Akhir Pencalonan Taman Negara Johor Endau Rompin Sebagai “Asean Heritage Park” (AHP).

2) Melaka Branch being invited to attend the Majlis Sambutan Hari Alam Sekitar organised by Department of Environment on 3rd Oct 17 . Invitation also forwarded to the President .

3) Invitation to attend the stakeholder consultations ASA-1.1 RSPO Lawang POM – Sime Darby Plantation Sdn Bhd were forwarded to both Miri & Kuching branch on 3rd Oct 17 . Another invitation was forwarded to Vincent Chow, Chair of Johor Branch on 18th Oct 17 for a site in Johor.

4) Email from BBC Natural History Unit forwarded to MYCAT Secretariat Office on with 4th Oct 17 . Note - They are currently working on a major new documentary series about wildlife in the city. It follows on from the extremely popular Planet Earth II episode “Cities”. They would like to film Civets nesting in buildings in and around Kuala Lumpur, particularly they are interested in filming a Civet mother rearing her babies in a roof of a house or colonial building. Basically, they are looking to employ someone to help them locate and monitor Civets so that they can do the filming in January next year.

5) Invitation forwarded to both Anna Wong, Chair of Sabah and Hatta Sawabi, Chair of Sandakan on 5th Oct 17 for them to comment on MSPO MS 2530 Certification Audit - Sime Darby Plantation.

6) Another invitation was forwarded on 5th Oct 17 to Jehan Bakar, Chair of Pahang Branch for them to comment on MSPO Certification – United Malacca Berhad.

7) Invitation sent to Iqbal Abdollah, Chair of Miri Branch on 11th Oct 17 for them to attend the meeting to discuss the Management Plan for Integrated River Basin Management (IRBM) – Sungai Miri . Invitation came from Department of Irrigation & Drainage

8) Invitation from MNRE was forwarded to Henry Goh, President on 11th Oct 17 for him to attend the no 2/2017 National Conservation Trust Fund (NCTF) meeting. Received a phone call on 16th Oct that this meeting has been cancelled.

9) An email from Haggett Consultancy was forwarded to Dr Zorina, Chair of Negeri Sembilan/Melaka branch on 12th Oct 17 as this is an opportunity to generate income via some consultancy work on mangrove swamp ecology

10) An invitation was sent to both Selangor and Negeri Sembilan/Melaka branch on 13th Oct 17 for them to attend the stakeholders consultation workshop on Study of the Total Maximum Daily Load of Sg Semenyih , Selangor & Negeri Sembilan

11) Attended the Hornbill Conservation Talk at Perhilitan on 17th Oct 17 . This is under the Expert Lecture Series.

12) Email invitation forwarded to Tan Choo Eng, Penang Branch on 22nd Oct 17 to attend the Tree Issue Discussion of the Hasim: Arborist and Art Exhibition. Another invitation sent to him on 24th Oct 17 for Penang to attend the Majlis Penasihat Taman Negara Pulau Penang meeting.

13) Selangor Branch being invited to attend the launching of “ Dokumen New Urban Agenda (NUA) and Sesi Dialog Bersama YB Tan Sri Noh bin Hj. Omar, Menteri KPKT “ on 24th Oct 17.

14) Invitation forwarded to Pasupathy Jayaraj, Chair of Selangor Branch on 24th Oct 17 for MNS to attend the National Conference on Integrated Urban Planning 2017 organised by UM. Another invitation sent to her on 24th Oct 17 to attend the “Social Dimension of Infrastructure Projects” organised by Malaysian Association of Social Impact Assessment.

15) Attended the Nasional Risk Assessment validation session at Bank Negara on 24th Oct 2017

16) Assisted with logistic matters related to Pesta Sayap and responsible to manage the reception booth on that day i.e. 14th Oct 2017 . Attended the post mortem meeting on 25th Oct 2017

The End