

## **Services Updates – December 2017**

### **A) Human Resources**

#### **1) Current Workforce**

As of 31<sup>st</sup> December 2017, current workforce is **40 pax**.

#### **2) Recruitment - External /International - Regional Coordinator for EU project**

Skype session with Nick Phillips from Birdlife was done on Friday, 15<sup>th</sup> Dec 2017 as feedback from HR is required to determine the candidate's fit with MNS office. It was decided the 2<sup>nd</sup> interview / face to face interview to be held on 15<sup>th</sup> January 2018.

#### **3) Interns**

Sorted out request from Kwansai Gakuin University (KGU) on 11<sup>th</sup> Dec 2017 for MNS to host their students for the Sept 2018 – April 2019 term.

#### **4) Misc.**

i) Facilitated request for insurance coverage from NEC for their school holiday camp – Young Zoologist on 15<sup>th</sup> Dec 17.

ii) Proposal on retirement plan for MNS staff submitted via Honorary Secretary on 21<sup>st</sup> Dec 17 for Council approval. Note – Council Meeting to be held on 13<sup>th</sup> Jan 2018

iii) Email notification sent to all managers to find out who will be interested to attend the training on minutes & report writing organised by UTAR on 23<sup>rd</sup> & 24<sup>th</sup> Jan 2018

### **B) Financial Management of Projects**

1) Together with Lee Ee Ling, visited Vistana Hotel on Monday, 4<sup>th</sup> Dec 17, checked out the layout and setting for the National Inception Meeting to be held on 14<sup>th</sup> Dec 17. Food testing was also done on that day.

2) Working with Steve Page, GIS expert and provided the relevant supporting documents for MNS to be registered with TechSoup Asia on 4<sup>th</sup> Dec 2017.

3) Assisted the M&P Manager, Raffi Ismail with his Tree Salvaging Programme with Repsol Oil & Gas Malaysia Limited on Tue, 5<sup>th</sup> Dec 2017 at Taman Tugu. Cost Recovery done for that 1 day work i.e. RM 800 transferred from M&P Unit to Services.

4) Concept paper on Ulu Muda Expedition was submitted to Petronas Dagangan on 6<sup>th</sup> Dec 2017 as per their request.

5) E-Invitation sent to 14 corporate supporters on 11<sup>th</sup> Dec for them to attend the MY Forest launch /EU project at Vistana Hotel.

6) Letter sent to Yayasan Hasanah on 29<sup>th</sup> Dec 2017 for the stamping cost (RM 680) of the project agreement to be covered by the project as this was not factored in the budget calculation.

7) Payment requests for Dec 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 December 2017 accounts has been submitted to Head of Services on Wednesday, 17<sup>th</sup> Jan 2018 .

2) GST submission for Nov 2017 done on 18<sup>th</sup> December 2017

3) Finance Manager liaised with the Green Matrix team for the enhancement of the Better Business Solutions (BBS) system

### **D) General Administration**

1) Second request came from Singapore Mediacorp Chinese Current Affair on 4<sup>th</sup> Dec 2017 as they would like to use the picture of Changi Tree again for their online video. After discussion, they agreed to pay SGD 90 . Hence, RM 272.70 was banked in on 25<sup>th</sup> Dec and this is parked under Editorial – MNJ

2) Received email from HSBC UK on 9<sup>th</sup> Dec 2017 notifying us our UK bank account is now opened . However the review is not yet completed and they requested for the supporting document i.e. utility bill from Vice Chair i.e. Dato Ghazali to be re-submitted as utility bill must be dated within the last 4 months. Challenge completed on 29<sup>th</sup> Dec 2017.

3) President's letter to Minister of MNRE regarding proposal to relocate Tapir to Sabah translated to Bahasa Melayu was completed on 12<sup>th</sup> Dec 2017.

4) Sorted out request from UEEH on 18<sup>th</sup> Dec 2017 as they received a letter from Mid Valley management for non compliance to their requirement regarding fire extinguisher i.e. fire extinguisher to be suspended at least 1 meter from the floor finishes and the fire extinguishers have already expired . This has been completed on 2<sup>nd</sup> Jan 2018 .

5) Arrangement made for lunch for MNS staff on 20<sup>th</sup> Dec as this is considered as year end lunch . Management meeting and publication committee meeting were also held on the same day.

6) Email notification sent out to HQ staff on 22<sup>nd</sup> Jan 2017 as the power supply will be switch off on Sat, 23<sup>rd</sup> Dec due to the installation of CCTV in HQ.

### **D) Miscellaneous**

1)E-Invitation card was sent to BOT members on 1<sup>st</sup> Dec 2017 for them to attend the Screening of the Bollywood movie “Kadvi Hawa” which is scheduled to be held on Saturday, 9<sup>th</sup> December 2018 . The e-invitation was also sent to our corporate partners, PR partner (Westcoast), Selangor & Kedah Branch on the same day as well.

Liaised with Westcoast for the press release on the above and the Media Kit from MNS given to MI Cultural Event ( MICE) on 7<sup>th</sup> Dec 2017. Invitation to attend the Fundraising Dinner was also sent to selected BOT members & Council members on the same day. Note – only 1 table for 10 pax was allocated to MNS.

2) Invitation from The Malaysian Institute of Integrity forwarded to Pasupathy, Chair of Selangor on 7<sup>th</sup> Dec 2017 for MNS to attend the focus group meeting .

3) Invitation from MSPO forwarded to VP Vincent Chow on 13<sup>th</sup> Dec 2017 for MNS to attend the 3<sup>rd</sup> meeting of the Technical Working Committee .

4) Email from Sarawak Tourism forwarded to Rose Au, Chair of Kuching branch on 15<sup>th</sup> Dec 2017 as they are doing research on “Bird watching and wildlife tours- role for promoting niche market” and they would like to get some information related to the topic above.

5) Arrangement made for all BOT members to be registered for the World Urban Forum ( WUF) 9 . This was accomplished with the assistance of one of the interns by mid Dec 2017.

6) Email invitation for MNS to send abstracts for the 3rd International Congress on Bird Migration and Global Change 2018 forwarded to Tan Choo Eng, Chair of BCC on 27<sup>th</sup> Dec 2017.

7) Invitation received from Jabatan Perancangan Bandar dan Desa , Semenanjung Malaysia for MNS to be one of the participants of “ Konvensyen Penbandaran Negara” . Invitation letter sent to President, Henry Goh on 27<sup>th</sup> Dec 2017.

The End