

Services Updates – January 2018

A) Human Resources

1) Current Workforce

As of 31st January 2018, current workforce is **40 pax**.

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

The face to face interview session with the shortlisted candidate was conducted on Monday, 15th Jan 2018 together with Mr Vinayagan Dharmarajah from Birdlife, Singapore office.

Quite lengthy discussions done via emails to sort out a few matters like the employment contract for the selected candidate, the hosting agreement between Birdlife and MNS and the secondment agreement between both parties.

3) Interns

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

4) Misc.

i) Facilitated request for internships from local universities with most requests to be assigned to KSNP i.e. 10 interns (from 8 universities). Internship period will be mid June to Sept 2018.

ii) Maichal Isthayben, KSNP Park Manager has been chosen to attend the workshop/training on “Best Management Practices for Peatland Management Practices for Oil Palm” in Miri, Sarawak. Workshop was held on Thursday, 25th Jan 2018.

B) Financial Management of Projects

1) Together with the team, assisted and attended the Ulu Muda workshop organised by Kedah Branch. Event was held at Alor Setar on Monday, 29th Jan 2018. An invitation letter was also sent to a reporter at Sun Daily on 22nd Jan for her to cover the event. Note - Due to unforeseen circumstance, she was not able to participate in the workshop.

2) As requested by the ED, Purchase Order (PO) prepared & sent for the purchase of water pumps on 4th Jan 2018 to a vendor. Another PO sent to a different vendor for the purchase of water filters. This is meant for Water for Life Programme

3) The RumahApi Report for Dec 2017 circulated to Management team on 8th Jan 2018. Note – this is an internal alert system to remind the team regarding their expenses and the Society’s cashflow before the actual accounts is out.

4) Working together with the Honorary Secretary, Stephanie Bacon, BIOFIN spreadsheets updated and sent to PE Research on 26th Jan 2018.

5) An email for potential collaboration with Alliance Cosmetics Sdn Bhd forwarded to Membership Manager, Shiyamala Sivakumar forwarded on 22nd Jan 2018 as they shown keen interest with activities conducted by KPA.

6) Payment requests and staff claims received in January processed and bank in slips as proof of payment circulated to relevant staff accordingly .

C) Finance

1) Treasurer's Report meant for Council Meeting prepared & submitted via Honorary Secretary, Ms Stephanie Bacon on 9th Jan 2018 .

2) GST submission for Dec 2017 done on 24th Jan 2018

3) The January 2018 accounts has been submitted to Head of Services on Monday, 26th Jan 2018 .

4) Registration to SOCSO portal done on 10th Jan 2018. Note – in order to print out the SOCSO submission form, registration has to be done online first.

5) Still on –going process - Finance Manager liaised with the Green Matrix team for the enhancement of the Better Business Solutions (BBS) system

D) General Administration

1) Sorted out the request from management of Mid Valley due to non compliance on our side i.e. fire extinguishers have expired and the fire extinguishers have to be elevated/suspended at least 1 meter from the floor. Task completed by 1st week of January 2018 .

2) An email from APD Malaysia forward to EE Manager, Eda Izanie on 10th Jan 2018 . This is a book distributor and they are having a clearance sale for the book :- A Photographic Guide to Birds of Peninsular Malaysia and Singapore at RM 5 . Normal retail price is RM 37

3) Arrangement made for lunch for MNS staff on 18th Jan 2018 , courtesy of Water Vision Judging session and their “ Work in Progress” Meeting .

D) Miscellaneous

1) Together with the Honorary Secretary, Ms Stephanie Bacon and the ED, Mr Shanmugaraj, attended the meeting at Ilham Resort on Wed, 3rd Jan 2018. Both Shan and I also visited the Perhilitan Centre prior to meeting with Ilham.

2) Respond from Sabah Forestry Department regarding the proposal to relocate Tapir to Sabah has been forwarded to the President, Mr Henry Goh on 3rd Jan 2017. Note – Due to the long term implications, they need to study it further. It also requires a policy decision at Sabah State Cabinet.

- 3) Email invitation from Birdlife Singapore office forwarded to President, Henry Goh on 4th Jan 2018. Note – this is 31st Fraser’s Hill International Bird Race 2018.
- 4) Facilitated and arrangement sort out for Flora Group to use the auditorium for the month of January . Task completed on 8th Jan 2018.
- 5) Attended the Organising Committee Meeting of Raptor Watch on 12th Jan 2018 .
- 6) Represented the ED and attended the Council Meeting on Saturday, 13th Jan 2018 on his behalf.
- 7) Invitation from Kedah State Government to attend the *Mesyuarat Kluster (Eko Kedah) bagi EKSP0 Muafakat Kedah 2018* forwarded to Kedah Chair i.e. Kol. Husamuddin on 8th Jan 2018.
- 8) BOT members being notified of their individual user ID and password for World Urban Forum registration on 9th Jan 2018. Note – this is following up from their request to the ED during the last BOT meeting . Once registration are made, it is expected for them to amend their own registration form accordingly.
- 9) As requested, the points on “MTC Environment, Conservation and Rehabilitation Initiative Guidance” translated to Bahasa Melayu and put in a proper letter meant for the Minister of MOTAC . Task completed on 11th Jan 2018. Note – received a respond from MOTAC on 18th Jan 2018 informing MNS that the matter has been forwarded to the Chief Secretary, MOTAC i.e Datuk Rashidi Hasbullah for his follow up action. Letter has been forwarded to both President, henry Goh and VP Eric Sinnaya on the same day.
- 10) Invitation from ROS Kelantan forwarded to Amir Hamzah, Chair of Kelantan on 23rd Jan 2018 for Kelantan Branch to attend the event “ *Sepetang PM bersama NGOs*”. Event to be held on 28th Jan 2018 in conjunction with the PM’s visit to Kelantan
- 11) An email request from World Youth Foundation forwarded to Dr Zorina, chair of Negeri Sembilan/Melaka on 16th Jan 2018 as they would like to organise a half day beach clean-up at Pengkalan Balak.
- 12) As requested, Dark Caves Visitor Report circulated to EXCO members on 25th Jan 2018
- 13) An email invitation forwarded to Mr Abbot Chong, Acting Chair, Johor Branch on 25th Jan 2018 from TED (Technology, Entertainment and Design) Talk as they are looking for a Mandarin speaker to talk about nature or environment .
- 14) Updated version of the MSPO Certification Scheme Mother Document forwarded to VP Vincent Chow on 25th Jan 2018.
- 15) Invitation from LADA for MNS to be in the panel of LITA (Langkawi Tourism Award) forwarded to President Henry Goh on 26th Jan 2018.

The End