

Services Updates – April 2018

A) Human Resources

1) Current Workforce

As of 30th April 2018, current workforce is **40 pax**.

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

A new candidate from UK has been identified to filled up the position. Various email discussion done between BL Cambridge and the candidate . First initial contract/ get to know session with the identified candidate done via phone on Tuesday, 3rd April and Skype session was held on 10th April 2018 .

While waiting for BL to send the necessary documentations i.e. secondment contract to MNS, Job Description, etc. the 1st phase application was submitted to Expatriate Services Division (ESD) , Immigration Department . Application was rejected as the support letter from regulatory body was not submitted at the same time. Based on research done, the support letter to be submitted during the 2nd phase of the application.

On a separate note - time spent by HOD Services to facilitate the recruitment of the Regional Manager on this end has been reimbursed accordingly by BL. Payment received in April 2018.

3) Misc.

Facilitated request for insurance coverage from NEC for their Natural Classroom with SK Dato' Maharaja Lela on 11th April 2018.

Request also came from Memberships Unit for their Young Environmental Stewards (YES) programme held at Ecocare on 23rd April 2018.

B) Financial Management of Projects

1) A part of the working committee from MNS for the Sunbear event to be held on 19th April 2018 and attended the Sunbear Project event at Felda Residence, Trolak Perak together with the President, Henry Goh and the Honorary Secretary, Stephanie Bacon.

Liaised with Mr Ilangovan from FGV on 6th April 2018 and requested for his help so that better rate will be provided to MNS for the Sunbear event to be held at Felda Residence, Trolak. Note - The contact number of the manager was forwarded to me. Managed to negotiated for a better deal. Saving of RM 6,000 made.

2) Queries responded and request for supplementary supporting documents entertained and sent to BL in April 2018. This is meant for the 1st year audit of the EU Project .

3) Coordinated & arranged for an invoice to be sent to Petronas Dagangan on 4th April 2018 for Water for Life project under EE division. Letter for a company also prepared on 10th April 2018 appointing them as the contractor to fix the pipes for Water for Life Project, Pengkalan Chepa, Kelantan.

4) The RumahApi Report for April 2018 and current expenditure i.e. payment requests for May 2018 circulated to management team on 15th April 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.

C) Finance

- 1) GST submission for March 2018 submitted on 25th April 2018.
- 2) Liaising with Green matrix team is still on going process with the training for relevant staff to be conducted at HQ. Still experiencing the same issue i.e. processing of data is still slow .
- 3) Lead person to prepare the next financial year budget and compiling the relevant unit/centre/divisional budget received from all managers.
- 4) With the support from an intern, assistance provided to coordinate the merchandise sale at HQ in the absence of the EE Manager, Eda Izanie
- 5) Follow-up done for some /selected outstanding debtors

D) Facilities

- 1) Discussion held with service provide i.e. Rentokil on 12th April 2018 as there are evidence of termite attack at UCF . Currently waiting for the quotation to be submitted to MNS .
- 2) Email blast sent to all staff on 12th April inquiring about the expiring date of their anti virus . This is meant for either laptop/desktop or any machines under their care. Arrangement made for the renewal of their key activation code and this was distributed to relevant staff accordingly.

E) Budget FY08/09

Participated in budget discussion with the ED, IS Shanmugaraj and Finance Manager, Lim Lay Ean on 23rd April 2018. Email sent to relevant managers on the same day requesting for budget revision and/or clarification on component(s) of their budget with a request to provide feedback by 24th April 2018. A separate request was also sent to the President, Henry Goh on 23rd April 2018 for him to prepare the Council budget and to the Honorary Secretary, Stephanie Bacon for her to prepare the AGM/EGM budget for discussion during April's EXCO meeting.

F) Miscellaneous

- 1) Invitation from Institute for Development Studies (Sabah) forwarded to Anna Wong, Chair of Sabah on 2nd April 2018 for Sabah Branch to attend the "Seminar on Usage of Digital Technologies for Management and Surveillance of Biodiversity/Natural Resources" . Another invitation sent to Anna Wong on 10th April 2018 for Sabah Branch to attend the meeting on " Mainstreaming Biodiversity Conservation into River Management Sungai Segama, Sabah.

2) An email invitation forwarded to Abbot Chong, Interim Chair of Johor Branch on 3rd April 2018 for MNS to set up an exhibition at MRSM Mersing, Johor for their Earth Day celebration. Another invitation sent to Abbot Chong on 27th April 2018 from Lembaga Kemajuan Johor Tenggara (KEJORA) as they has accepted and agreed to collaborate with Johor Branch for beach cleaning of Tanjung Balau.

3) An email invitation forwarded to Tan Choo Eng, Chair of Penang Branch on 4th Apr 2018 for MNS to attend & present a paper at **2018 International Conference on Ecology and Biodiversity Across Space and Time (ICEBATS 2018)**

4) Invitation letter sent to Director of Lembaga Urusan Air Selangor (LUAS) on 5th April 2018 inviting him to attend the meeting regarding the upgrading of the road at Sepang . Meeting called by JKR.

5) Assistance provided and invitation letter to corporate amended accordingly for KSNP on 5th April 2018. Letter meant as invitation to corporate to sponsor interpretative signages at KSNP.

6) Attended the Raptor Watch 2018 post mortem that was held in HQ on Fri, 6th April 2018 with the Shiyamala Sivakumar, Memberships Unit Manager .

7) Email invitation sent to President, Henry Goh on 10th April 2018 for him to participate in Wings of KKB 2018 : Selangor International Birds Fair.

8) Participated as one of the organisers for MENGO Earth Day celebration that was held on Saturday, 21st April 2018

The End