

## **Services Updates – February 2018**

### **A) Human Resources**

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

As of 28<sup>th</sup> February 2018, current workforce is **40 pax**.

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

The candidate was found to be suitable for the position and he has shown keen interest in accepting the offer from Birdlife. While Birdlife team sorting out the contractual arrangements, I was put in contact with the candidate to request for all the relevant supporting documents for his expatriate employment pass .

1<sup>st</sup> phase of the application process has been initiated. Faced a small hurdle as the support letter from the regulatory body is required at this phase instead of the 2<sup>nd</sup> phase as initially thought . Hence, information found during research is not accurate. Support letter to MNRE will be drafted and sent out via the President.

#### **3) Misc.**

Facilitated request for insurance coverage from NEC for their Teen Jungle Explorer programme on 23<sup>rd</sup> Feb 2018 and for their Natural Classroom with SK Methodist on 26<sup>th</sup> Feb 2018..

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

1) With the help from 2 of the Research Assistants ( Alifah Ilyana and Mohamed Fahirul), the detailed financial report with all the supporting receipts have been scanned and submitted to Birdlife International during the Chinese New Year holiday ( 15<sup>th</sup> Feb to 17<sup>th</sup> Feb 2018). This is for the 1<sup>st</sup> year of the project i.e. from 15<sup>th</sup> Jan 2017 to 14<sup>th</sup> Jan 2018.

Note – 76% of the 1<sup>st</sup> year allocation has been spent . This is a good indicator as accordingly to the EU regulations, we can only request for the full 2<sup>nd</sup> year allocation if we spend 70% of the 1<sup>st</sup> year allocation.

2) With the rest of the EU team, help to organised the networking event conducted at the World Urban Forum (WUF 9) on 13<sup>th</sup> Feb 2018.

3) The cost of hosting 4 delegates/representatives from Birdlife partners i.e. Nepal, Bhutan, Myanmar and Cambodia to attend WUF 9 has been temporary charged to the EU project until other arrangement can be sorted out. Arrangement also made for them to conduct presentation regarding their work and organisation on 9<sup>th</sup> Feb 2018 in HQ.

4) A few sample of proposals sent to Jehan Bakar , chair of Pahang Branch on 5<sup>th</sup> Feb 2018 as Pahang is interested to seek funding from EU project . Same request came from Kuching Branch and sample of proposals given to Rose Au on 22<sup>nd</sup> Feb 2018.

5) Contract to Sabah Branch under EU project sent to Anna Wong, Chair of Sabah Branch on 5<sup>th</sup> Feb 2018. Note – The title of their project is “Capacity Building and Contribution in Conserving Pulau Ular, Labuan ( potential IBA) & Imbak Canyon

6) The Rumah Api Report for Jan 2018 and current expenditure i.e. payment requests for Feb 2018 circulated to management team on 22<sup>nd</sup> Feb 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.

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

### **C) Finance**

1) GST submission for January 2018 submitted on 22<sup>nd</sup> Feb 2018.

2) The February 2018 accounts has been submitted to Head of Services on Thursday, 15<sup>th</sup> March 2018 .

3) Still on –going process – Finance Manager liaised with the Green Matrix team as the new accounting system is still unstable hence the processing of data is slow.

4) Finance Manager liaised with the UBS maintenance team ( payroll system) due to the implementation of Employment Insurance System ( EIS) by the government .

HR notes - this is mandatory deduction as allocation is set aside in the event an employee being retrenched. This scheme is being managed by Social Security Organisation (SOCSO) . Employer’s contribution is 0.2% and employee’s contribution is also 0.2% . Hence, the total contribution is 0.4% of the employee’s salary . Minimum eligible monthly salary is RM 300 and the maximum eligible salary is capped at RM 4,000 per month .

### **D) Raptor Watch 2018**

Collaborated with SIG Pathfinders for the trekking along Tanjung Tuan . This activity will be called “Discovering the Hidden Treasure of Tanjung Tuan” and planned to be held on Sunday, 4<sup>th</sup> March 2018. This activity will be used as pre-launch of Raptor Watch 2018 and the Wildlife Director from Melaka has been invited to launch this activity.

Arrangement made for the deposit of RM 1,000 paid to Ilham Resort for the venue of Raptor Watch 2018.

Letters sent to Alor Gajah Municipal Council and its Port Dickson counterpart on 21<sup>st</sup> Feb 2018 seeking exemption from paying the fee for putting up bunting & stickers at strategic location from both sides to Tanjung Tuan. Note – Fee for 1 bunting is RM 30 and 1 sticker is RM 5

## **D) Miscellaneous**

1) A request /short article to be considered for publication on Bornean Black Oriole forwarded to the Donovan Louis, Managing Editor of MNJ on 1<sup>st</sup> Feb 2018.

2) An email forwarded to Jehan Bakar on 6<sup>th</sup> Feb 2018 from a concerned member of the public regarding the upcoming Fraser's Hill Tristate Ultra Trail 2018 to be held in July . Note – concerned about the high negative impact from runners on trails specifically Pine Tree and Hermnant and to Gunung Semangkok

3) SIG Marine Group , Selangor Branch being notified on 7<sup>th</sup> Feb that HQ will not be involved in their request for MNS to be a conservation partner for the Emperor Taste Charity Gala Night 2018 as this is branch activity . Note – request deliberated during Jan management team meeting. Request declined as there is no allocation for this and HQ is expected to provide education activity and getting support from corporates and inviting them to the event.

4) Email invitation from Seberang Perai Municipal Council forwarded to Tan Choo Eng, chair of Penang Branch on 11<sup>th</sup> Feb to present a paper at the Seberang Perai International Conference and Ecotourism 2018 (SPICEC 2018). Note - theme of the conference is “Promoting Local Economic Development (LED) Through Ecotourism”.

5) Email invitation from Perbadanan Taman Negara Johor to attend the Launching ceremony of “ Projek Perintis Sistem Mini Hidro Hibrid Terapung “ forwarded to Abbot Chong, Acting Chair of Johor Branch on 20<sup>th</sup> Feb 2018 .

6) Invitation from PT Mutuagung Lestari for Roundtable Sustainable Palm Oil Certification (RSPO) forwarded to Jehan Bakar on 28<sup>th</sup> Feb 2018 as they are conducting the stakeholder consultation and would like comments regarding their evaluation annual surveillance assessment RSPO for FELDA GLOBAL VENTURES (M) SDN BHD – KILANG SAWIT CHINI 3

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