

Services Updates – March 2018

A) Human Resources

1) Current Workforce

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

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

The recruitment was put on hold for a while as the first choice candidate from Indonesia declined the offer. Currently waiting for Plan B from BL Cambridge office.

3) Misc.

Facilitated request for insurance coverage from NEC for their Rimba Limu KinderWalk on 3rd March, their Raptor Watch Camp from 9th to 11th March and for their Natural Classroom with SK St Mary on 15th March 2018. NEC also required insurance coverage for their Junior Rainforest Detectives programme held on 31st March 2018.

In addition to the above, there was also a request from EE team for their Water Vision Winners Camp held at Pulau Ketam from 30th Mac to 1st April 2018.

B) Financial Management of Projects

1) The Sunbear project financial report for the period July to Dec 2017 submitted to UKM on 2nd March 2018

2) The application form for MNS for the project “ Penanaman Pokok Bakau dan Spesies-spesies yang Sesuai di Persisiran Pantai Negara bagi Tahun 2018 “ filled up and submitted to forestry department on 7th Mac 18. Other relevant support document also submitted as requested.

Note – Allocation for MNS for 2018 is RM 33,000

3) Additional information and documents submitted to BL Cambridge for audit purposes. This is meant for the 1st year expenditure for the MY Forest Project funded by EU.

4) Invoice and relevant supporting documents sent to BL Cambridge on 21st March 18 for time spent by Head of Services for the recruitment of the Regional Manager and the advertisement cost for the position in Star newspaper on . Note - Payment received recently in April .

5) The RumahApi Report for March 2018 and current expenditure i.e. payment requests for April 2018 circulated to management team on 16th 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.

6) Payment requests and staff claims received in March 2018 processed and bank in slips as proof of payment circulated to relevant staff accordingly .

C) Finance

- 1) GST submission for February 2018 submitted on 26th Mar 2018.
- 2) The March 2018 accounts has been submitted to Head of Services on Wednesday, 18th April 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. Membership Unit will be taking the lead and organising training session for all relevant staff .
- 4) Participated during Raptor Watch at Tanjung Tuan on 10 & 11 March 18.
- 5) Filing of income tax returns form submitted for the Society. The EA form for all staff also distributed early March 2018.
- 6) Prepared the next financial year's budget for Services Unit and co-ordinated with other managers to ensure their budget are also submitted in time for consolidation purposes.

D) Raptor Watch 2018

Acted as one of the co-ordinators for Raptor Watch 2018. Event went smoothly although there were a few hiccups along the way .

Note – special thank you to Honorary Secretary as she was the lead coordinator for the event
Heartfelt gratitude to Membership Unit Manager as she is the other co-ordinator from HQ .
The synergy between the 3 of us that makes the event a success . Of course, the support & cooperation from the other working committee members and the rest of the staff of MNS (who were ever ready to help out when required) are much appreciated .

E) MENGO Earth Day Celebration 2018

Will be one of the co-ordinators to organise this event. MNS will be hosting it since the chairman of MENGO is the ED of MNS. Event planned to be held on Saturday, 21st April 2018 at Khazanah Ilmu Bungalow.

Preparation under way and it is expected the event will be a success as well.

D) Miscellaneous

- 1) An email invitation forwarded to Tan Choo Eng, Chair of Penang Branch on 1st Mac 2018 for MNS to submit a paper for the Seberang Perai International Conference and Ecotourism 2018 (SPICEC) .
- 2) Invitation from Jabatan Perancangan Bandar dan Desa, negeri Perak sent to Chair of Perak, Ooi Beng Yean on 6th Mac 18 for MNS to attend the Majlis Pelancaran Program Publisiti dan Penyertaan Awam Draf Rancangan Struktur Negeri (DRSN) Perak 2040 .

3) Email request for interview session from Sinar Harian forwarded to the President on 13th Mac 18. This is to get feedback from MNS regarding the environmental impact on Empangan Batu due to the construction of ECRL.

4) An email invitation forwarded to EXCO members on 21st March 2018 for MNS to nominate suitable members for the Midori Prize for Biodiversity 2018 .

Note – MIDORI Prize is a biennial international prize co-organised by the AEON Environmental Foundation and the Secretariat of the CBD that honours 3 individuals who have made outstanding contributions to the conservation and sustainable use of biodiversity. Same invitation was also forwarded to Tan Sri Salleh for him to nominate suitable candidates.

5) An email invitation from Department of Marine Park Malaysia sent to Chair of Kedah , Col. Husamudin Yaacob on 27th Mac 18 for MNS to attend the “ Seminar Penyelidikan Jabatan Taman Laut Malaysia 2018”

6) An invitation for President to be the Arbitrator for Fraser ‘s Hill Bird race forwarded to Henry Goh on 30th Mac 18.

The End