

Services Updates – May 2018

A) Human Resources

1) Current Workforce

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

2) Employment Contract Renewal

Discussions held with relevant managers & HOD Conservation for recommendation for contract renewal for their team members in early May 2018. Another session held with the ED for his approval.

Hence, employment contract extension issued out for 20 staff. This is inclusive for those based in HQ and centres.

Note – contract was not renewed for 1 staff due to unsatisfactory performance. MNS bid farewell to the particular staff on 31st May 2018

3) Staff Movement

Based on various separate discussions between HR, relevant staff and their supervisors and as approved by the ED, a few changes will also take place effective 1st June 2018 as indicated below :-

- a) Norlaila Ahmad Fahmi will be joining the KSNP team. Previously, she was based at EIC, Sepang.
- b) Murugan Ratnam will be based at BOH Centre. Note – previously he was based in KSNP
- c) Ng Wai Pak will still be on study leave for next 2 months (June – July 2018). He will be back in HQ on 1st Aug 2018.

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

HR is still waiting for the relevant supporting documents to be submitted by the candidate for the application of his expatriate employment pass and for his dependents.

Latest update (as of early June 2018) - HR being informed that the candidate has declined the offer and the advertisement was re-posted on MNS website on 6th June 2018. Received an email from BL on 11th June with a request to remove the advertisement as they are looking internally to fill up this particular role.

5) Misc.

- a) Facilitated request for insurance coverage from NEC for their Natural Classroom with SK Parit Serong on 2nd May 2018.

b) Due to fasting month/Ramadhan that took place between 17th May 2018 to 14th June 2018 Ramadhan, the ED has given his approval for the working hours to be changed during this time. Email notification sent out to all staff on 17th May 2018.

B) Financial Management of Projects

1) May 2018 was busy with fulfilling BL requests for additional supporting documents meant for the audit for the EU funded project.

Since there will be delay in getting the second tranche of payment from BL, had negotiations with BL for pre-finance as the carry forward funds from first year will not be sufficient to cover for the on going activities.

Note – update as of early June 2018, BL agreed to transfer Euro 35,000 as pre-finance to MNS. Invoice sent and funds received on 13th June 2018. BL will be sending another batch of funds i.e. Euro 30,000 once they get a refund from another partner. The balance from year 2 allocation is expected to be transferred by Sept 2018 .

Relevant supporting documents submitted to Burung , Indonesia for the EU Project team to attend the 1 week meeting at Bogor, Indonesia from 25th June to 30th June 2018.

2) Liaised with BL in early May 2018 for a revised invoice for Partner Contribution for 2018 due to reduced number of MNS members. Payment to BL made on 24th May 2018.

3) Assistance provided to EE Division for their Water for Life, Pengkalan Chepa project . Quotations requested from vendors and Purchase Orders issued out right after . Relevant payments were also paid out to relevant vendors accordingly . Relevant invoices also sent out to that particular funder.

C) Finance

1) GST submission for April 2018 submitted on 25th May 2018.

2) Had discussion with the ED and the HOD Services to finalised the FY 2019 Budget and incorporated feedbacks received from others .

3) Data entry done to the old and new accounting system .

4) Follow-up done for some /selected outstanding debtors

5) Online submission done for statutory deduction i.e. EFP, SCOSO and Employment Insurance Scheme (EIS)

6) Did the exercise on reconciliation of accounts for year end closing .

D) Facilities

1) Coordinated & arrangement made for meals for the helmeted hornbill workshop that was held on 31st May to 1st June 2018 . The organiser i.e. BL also paid for the usage of our facilities i.e. auditorium, projector, snacks and for supply of free flow of coffee and tea.

2) Assistance provided to UEEH with their request to rent a credit card machine for their usage. The relevant vendor had multiple requests which had to be facilitated & entertained and different documentation submitted.

F) Miscellaneous

1) An email from a MNS member querying about what action taken by MNS regarding the environmental degradation of the limestone hills at Ipoh due to quarrying work for granite and marble forwarded to Ooi Beng Yean, Chair of Perak Branch on 5th May 2018 .

Another email request forwarded to Ooi Beng Yean from Taiwanese students (from National Kaohsiung University of Science and Technology) on 14th May 2018 as they would be visiting Malaysia in July 2018 and interested in joining activities that are related to environmental protection of abandoned tin mine lakes in Kinta.

2) An email invitation for stakeholder consultation from TSH Kunak Palm Oil Mill, Sabah forwarded to both Anna Wong, Chair of Sabah and Hatta Sawabi, Chair of Sandakan on 7th May 2018.

Note – The consultant (BSI Services Malaysia Sdn Bhd) requesting for MNS participation in stakeholder meeting as they are conducting the RSPO Principle and Criteria Assessment Of Kunak Palm Oil Mill and Supply Base.

3) A request/query from an aspiring Singapore wildlife photographer forwarded to Abbot Chong, Acting Chair of Johor Branch on 29th May 2018 as he is seeking advice on how to apply for permit for Panti Forest.

4) Request for financial assistance from Kolej MARA Banting forwarded to Borhan Hamid, Acting Chair of Langkawi Branch on 31st May 2018 for their “ Programme Tanaman Hijau Di Pulau Tuba, Langkawi”

5) Query regarding MNJ self archiving policy from Kyushu Institute of Technology , Japan forwarded to the Managing Editor of MNJ on 31st May 2018 for his action.

6) An email invitation from Netherlands Embassy for MNS to attend the workshop on “ A liveable Penang Resilient to Floods” forwarded to Tan Choo Eng on 31st May 2018. *Note – This is stakeholders meeting to discuss flood mitigation in Penang . The workshop to be held in conjunction with the visit of the Dutch Risk Reduction team upon invitation from the Penang State Government.*

The End