

Services Updates – July 2018

A) Human Resources

1) Current Workforce

As of 31st July 2018, current workforce is **39 pax**.

2) Resignation

Agnes Loh, Assistant Officer, Environmental Education Division (Pulau Ketam project) has tendered her resignation and her last day with MNS was 27th July 2018.

3) Recruitment – Internal

A request to hire a junior officer for Ecocare was sent to Council via Honorary Secretary, Stephanie Bacon on 6th July 2018. This position is fully funded by the Ecocare funder. Note - This to replace Habibun in Kertih as Habibun is now based in HQ and managing different projects and tasks.

After a few rounds of email discussion, approval given on 31st July 2018 and an email circulation sent out to all staff on the same day regarding this vacancy. The vacancy was also posted on MNS website and FB.

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

Since the Expatriate Services Division (ESD) portal requires a support letter from the regulatory body, hence arrangement made to get the said letter from ROS. Contact made with a very helpful ROS officer and draft of the letter submitted to the officer for his feedback with the relevant documentation on 12th July 2018. Note – received news that the Director of ROS Kuala Lumpur has been transferred elsewhere and currently the director's replacement has not been identified.

As advised by the ED, I went to ESD office in Kota Damansara to seek their feedback. Was informed by the front desk officer to submit the other documentations via the portal first as part of the registration process.

Hence, with the help of one of the resident Research Assistants (RA), Anisah Ahmad, arrangement made to submit all the relevant documents online as required by ESD. Received an email notification on 25th July 2018 that the first tiny step for MNS registration has been approved. Faced some challenges for the signatory meant for Letter of Undertaking. The letter has to be signed in front of an immigration officer. Set an appointment for the ED to sign the letter but it was rejected by ESD as the ED's name was not in the system. Note – ED's name not registered in the first place as the portal does not have a field for CEO/Executive Director. FYI – the system is designed for companies with a full set of Directors, etc. Hence, different arrangement made and the letter of Undertaking will be signed by Prof Ahmad Ismail (as Interim Honorary Treasurer on 6th Aug 2018).

An update sent to Hum Gurung and Margaret Loo (BL Singapore Office) regarding the current status of our application process of getting Hum on board as the Regional Coordinator for the EU Project on 23rd July 2018.

Another email was also sent to Noelle Kumpel (Head of Policy, BL International) and to Laura Formoy (Head of Human Resources, BL international) regarding the same matter on 25th July 2018. There are a few matters that need to be sought out and those will be ironed out during the face to face session with Laura in BL office in early Aug 2018.

In addition to the above, we are also in the midst of applying for the relevant Social Visit Pass – Internship for our next batch of students from Kwansai Gakuin University (KGU). Note – target date for them to be with us from end of Sept 2018 to end of Feb 2019. As per ED's request to HR, moving forward , all international students must have the relevant Social Visit Pass before conducting their internships with us.

5) Misc.

a) Facilitated request for insurance coverage from NEC for their Natural Classroom with SK Seri Cheding on 6th July 2018. Another request from NEC for their Young Entomologist event to be held on 14th July 2018.

In addition to the above, request came in from Membership Unit for their Youth Nature Camp held on 14th to 17th July 2018 at Pulau Tinggi Johor. Facilitated another request from EE Division for their Wipe Out Waste @ Pulau Ketam event held on 14th July 2018 as well.

NEC also requested for another insurance coverage for their Backyard Birding event held on 20th July 2018 and their Discovery the Uniqueness of Orang Asli event on 28th July 2018.

b) An email sent out to all staff on 16th July with a request for them to conduct their Performance Appraisal (PA) for the period June 2016 to May 2018 and to submit their PA form to HR latest by 24th July 2018. Small amended made to the form as all staff is required to indicate how many new member(s) they plan to recruit for the next FY . Note - This is the additional KPI that has been set by the ED for all staff (inclusive of support staff) . All staff are aware of these 3 important points:

- i) Project money cannot be used for this purpose
- ii) Recruitment cannot be done during MNS's organised events like Raptor Watch, Pesta Sayap , World Fireflies Day, etc
- iii) This must be purely from individual effort .

c) An email sent out to the Management Team on 31st July 2018 regarding the training provided by WWF Malaysia on designing, implementing and monitoring project/programmes. Those interested will be trained on Project & Programme Management Standard (PPMS) that other conservation NGOs are using /practicing .

B) Financial Management of Projects

1)As requested by Datuk Chris Boyd (BOT members) via Honorary Secretary, the last 3 years financial data for centres were presented as graphs for their Focus Group Discussion. Task completed on 1st July 2018 .

2)Invitation received from a main donor on 4th July 2018 for MNS to participate in their Corporate Social Carnival to be held in mid July 2018. Relevant arrangement made with both EE Division and Membership Unit to fulfil this request. Their due diligence spreadsheet updated and submitted on 12th July 2018 as requested.

3)As requested by a corporate donor, arrangement made on 5th July 2018 to verify and update MNS data in their supplier online connect tool in order for our invoice to be paid by them. Note - Payment received within 24 hours.

4)Arrangement made on 8th July 2017 to resend all the tax exemption receipts for 2017 to a donor as per their request.

5)Payment request submitted to Man & Nature for the final payment for year 2 on 12th July 2018 i.e. this is after the submission of the technical report by Balu Perumal. The signed contract for Year 3 sent to them on 16th July 2018. The counter signed copy of the 3rd year contract received on 31st July 2018 with the promise that the 1st payment of Euro 12,000 will be released on 1st week of August 2018.

6) An email requesting for update sent to HSBC UK on 16th July 2018. This is regarding the re-activation of our HSBC UK account.

7) The second year contract for Jaringan Orang Asal Semenanjung (JOAS) awarded to them on 18th July 2018 so that they can organise the Seminar on Strengthening the Community Conserved Area at the World's Indigenous People's Day Celebration 2018. This is fully funded by the EU project.

8) Following up from the session with the auditors from Baker Tilly, the contact details of the relevant partners and suppliers given to them on 19th July 2018 for the purpose of receivables and debtor confirmation.

Consequently, auditors were also provided with branches financial reports on the same day as per their request.

9)The RumahApi Report for June 2018 and current expenditure i.e. payment requests for July 2018 circulated to management team on 20th July 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.

10) Provided inputs to the draft MOU between MNS and CMG to the Honorary Secretary, Stephanie Bacon on 20th July 2018.

11) The finalised draft Financial Statements of MNS (Audited Accounts) sent to both Prof Ahmad Ismail, Interim Honorary Treasurer and Stephanie Bacon, Honorary Secretary on 23rd July 2018.

12) Revised documents and new supporting documents prepared for submission to GHL on 27th July 2018 as requested. This is the company hired by the relevant bank for the rental of the credit card terminal. This device will be used by UEEH. It has been a long journey to get this one unit of device.

13) From mid July 2018, arrangement made to send Birdlife International additional documents required for the audit that meant to take place from 6th to 14th Aug 2018 at their office.

As part of the audit exercise, the systems questionnaire also have to be answered & submitted to Birdlife. Special thank you to Balu Perumal for his inputs/comments on the M&E component of the questionnaire.

C) E-Perolehan

Contacted Victoria Louis, my counterpart from GEC and seeked her assistance to find the most suitable agent for MNS registration with MOF for E-Perolehan. She finally managed to find the agent's contact details and an email was sent to him on 23rd July 2013 seeking his assistance.

In the meantime, with the help of a Research Assistant, Anisah Ahmad, attempted to register MNS in E-Perolehan on 25th July 2018. There are 11 different documentation required to be submitted via the portal including some very sensitive documents.

The agent finally made contact with me on 31st July 2018 and had a phone conversation with him. There are a few P&C documents that **MUST** be submitted if MNS wants to be registered with E-Perolehan. These can be submitted via him instead of posting it directly to the portal if I choose to do so.

Note – the agent is actually one of the officers at E-Perolehan and he is not an agent per se. Since these documents are sensitive, hence I preferred to manage this when I'm back from my Cambridge trip.

D) Finance

1) Auditing work has been carried out on 2nd July till 9 July 18. Helping auditor will all the queries and prepared documents required by auditor. Follow up with banks for the bank confirmation that required by auditor.

2) Follow-up done with outstanding debtors

3) Online submission done before the deadlines for all statutory deduction i.e. EFP, SCOSO and Employment Insurance Scheme (EIS) for the month of June 2018

4) New accounting system (BBS) has been replaced by old accounting system. BBS system is functional after few updates, however there is still some problems yet to be solve. Liaison with IT team for problems raises.

5) Some problems encounter with new system within centres, problems such as the centre did not sync the system for the data to send to HQ in time and also the officer did not bank in the intake as instructed.

E) Miscellaneous

1)An email invitation received from Wild Bird Society of Taipei forwarded to Tan Choo Eng, Chair of BCC on 5th July 2018. This is for MNS to participate in their 20th Taipei International Birdwatching Fair in Guandu Nature Park to be held on 27th & 28th October 2018. They are willing to cover on the ground costs for 2 delegates. Note – Choo Eng being informed that one

staff from Secretariat has expressed her interest to represent MNS for the bird fair in the event Choo Eng could not find any representatives from BCC.

Another invitation received from Chinese Wild Bird Federation to MNS to participate in their annual Alishan Scenic Area Bird Race which will take place at the end of Sept 2018. Email forwarded to Choo Eng on 18th July 2018 .

2) Invitation from MPOC forwarded to Anna Wong, Chair of Sabah Branch on 10th July 2018 for MNS to attend the 5th International Palm Oil Sustainability Conference 2018 (IPOSC 2018) to be held in KK, Sabah in Sept 2018.

Another invitation forwarded to Anna Wong on 18th July 2018 for Sabah Branch to attend the 3rd International Symposium on Conservation and Management of Wetlands organized by Sabah Wetlands Conservation Society at the end of Sept 2018.

3) An email reminder sent to all staff on 11th July 2018 on general administration matters/housekeeping rules i.e. meeting areas are always kept in presentable manner, all electrical appliances are switch off after usage/before leaving the office, pantry is always kept clean , etc.

4) Facilitated the request from John Koh, Chair of BOT for a letter to be sent to Minister of Federal Territories regarding Federal Hill. Letter was sent to the President, Henry Goh on 19th July 2018 for his inputs. Special thank you to Sonny Wong for providing the relevant info. Revised letter sent to Henry Goh on 20th July following up from the discussion with the ED and a separate discussion between the ED and John Koh. Finalised version of the letter sent to Henry Goh on 23rd July 2018.

Facilitated the request for the Federal Hill letter to be sent to 3 different bodies (Ministry of Federal Territories, Minister of Water, Land and Natural Resources and MP Lembah Pantai). Letters sent via hand on 24th July 2018 with proof received by them on the same day.

5) An email invitation forwarded to EXCO members and all staff on 20th July 2018 informing all regarding the Public Lecture on Challenges of Managing Environmental Hazards and Risks. Event to be held on 9th Aug at Sunway University.

6) Facilitated the request from EIC Sepang on 24th July 2018 and letters sent to both YB Tuan Hee Loy Sian and YB Tuan Ronnie Liu Tian Khiew regarding the current status of EIC building.

In addition to the above, support provided to EIC in editing their letter on 27th July 2018 to the District Officer of Sepang as we are given the notice to vacate the EIC building . Letter sent by hand by the EIC officer on the same day .

7) Letter received from Majlis Bandaraya Johor Bahru forwarded to Belinda Wong (Johor Branch) on 25th July 2018 as approval given for Johor Branch to conduct their CSR programme at Hutan Bandar.

8) Invitation from Pejabat Setiausaha Terengganu forwarded to Wong Chee Ho, Chair of Terengganu Branch on 25th July 2018 for MNS to attend the briefing on Introduction to "Coastal and Marine Spatial Planning" for local authorities and government agencies.

9) An email invitation from World Heritage Division forwarded to Chair of Perak, Ooi Beng Yean on 26th July 2018 for MNS to attend the nomination meeting for Royal Belum Park to be registered as UNESCO World Heritage Site.

10) Connected an ex colleague who is now working with AJM Planning and Urban Design Group Sdn Bhd (APUDG) with Tan Choo Eng, Chair of Penang and also with Balu Perumal and Yeap Chin Aik via email on 27th July 2018.

Note – APUDG has been appointed as the consultant for Seberang Perai Local Plan, and in the midst of preparing the development plans. They were given a copy of the Penang RSN (draft) and were told to follow the macro strategies and plans that have been set in the document. To their surprise, sizeable mangrove area (Penaga mangrove forest) has been zoned as "Zon Industri Akuakultur" (ZIA) in the RSN, and to make things worse, the whole stretch of beaches southward of Penaga (Pantai Telok Molek - Pantai Bersih) have been zoned for land reclamation.

They were told to include these conversion and reclamation proposals (in their local plan), but they were not too happy and obviously against this order, so now APUDG is planning to convince the state to change their mind (since the RSN is yet to be gazetted). Thus, the reason why they wanted to link up with Penang Branch so that they could exchange ideas on how is best to address this matter.

11) An email invitation from Kementerian Tenaga, Sains, Teknologi, Alam Sekitar dan Perubahan Iklim forwarded to Anna Wong, Chair of Sabah Branch on 27th July 2018 for town hall session with relevant stakeholders to discuss regarding electric supply to Sabah.

The End