

Services Updates – June 2018

A) Human Resources

1) Current Workforce

As of 30th June 2018, current workforce is **39 pax.**

2) Staff Movement

Based on separate discussions between HR, Wan Noor Zalikha (Centre Officer, NEC) and Eda Izzanie (Zalikha's supervisor) in mid June 2018 and as approved by the ED, Zalikha will be on study leave from 1st July – 31st Dec 2018. Note - She is pursuing her master degree in Ecotourism at University Putra Malaysia.

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

HR being informed by BL International that Dr Hum Gurung will be filling up the position. He will be spending 80% of his time as the Regional Coordinator and the balance 20% for the Singapore office.

HR will proceed with his recruitment process as Dr Hum Gurung will be based in MNS.

4) Internships

Orientation conducted for interns that are based in HQ and the NEC on 20th June 2018. They will be with MNS either until mid of Aug, end of Aug or beginning of Sept 2018.

Breakdown of interns assigned to various divisions/units/centres

Divisions/units/centres	No of Students
Conservation	6
Environmental Education (HQ)	2
Nature Education Centre (NEC) – FRIM	4
Kuala Selangor Nature Park (KSNP)	9
Ecocare – Kertih	2
Marketing & Partnerships (M& P)	2
Memberships	2
Services	1
Total	28

4) Misc.

a) Facilitated request for insurance coverage from NEC for their Young Entomologist activity on 11th June 2018. Another request from NEC for their Natural Classroom with SK Puteri Pandan 2 on 26th June 2018.

In addition to the above, request came in from M&P unit for the Tree Salvaging Event at Taman Tugu Nursery on 29th June 2018.

b) Email notification sent out by HR to all staff on 5th June 2018 informing them the ED has approved an early pay for June 2018 and announced that the office will be closed on 14th June 2018 (eve of Hari Raya) due to Hari Raya Aidilfitri.

c) Staff Meeting held on 21st June 2018 and arrangement made for lunch . This is also in conjunction with Hari Raya celebration.

d) As part of the requirement from BL International, the Capacity Needs Assessment Tool for Organisation filled up by HR and submitted to Kiragu Mwangi, Senior Capacity Development Manager & Coordinator Capacity Development Programme on 24th June 2016. HR also submitted the individual forms filled up by the EU project team on the same date. Forms required to be filled up before the meeting in Bogor Indonesia.

B) Financial Management of Projects

Since I'm part of the EU Project team, I attended the Annual Project Management Meeting that was held in Bogor, Indonesia from 25th to 29th June 2018. Meeting hosted by Burung Indonesia.

Presentations done by all the project managers regarding the status of their project . There are also sessions on financial management, risk management and solutions, monitoring & evaluation, policy & advocacy, technical needs assessment , outreach, communications & visibility and reviewing Birdlife work plan . One to one group session also held between the partners and BL International.

This is the 2nd time the whole team met after the inception meeting in Manila (March 2017) which was hosted by Haribon Foundation.

The next Annual Project Meeting will be hosted by MNS on the last week of March 2018. Actual dates subject to change.

C) Finance

1) The last GST submission i.e. May 2018 submitted on 26th June 2018.

2) Finalising data to be transferred to the new accounting system .

3) Follow-up done with outstanding debtors

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

5) Year end accounts has successfully been closed and prepared the relevant listing for auditors.

6) Preparation of June salary for early release due to Hari Raya Aidilfitri.

7) As requested by Ms Ho Yuet Mee, one of the BOT members, the May 2018 accounts data provided to her on 5th June 2018 . Note –this is meant for comparison purposes with the Society's budget for FY 2019 i.e. actual expenditure FY 2018 vs budget allocation FY 2019.

D) Miscellaneous

- 1) An invitation from final year students from MARA college forwarded to Chair of Pahang, Jehan Bakar on 3rd June 2018 requesting for collaboration for their “Pemuliharaan Akua Eko di Pulau Tioman, Pahang”
- 2) An email invitation from RSPO Scheme Manager forwarded to Chair of Perak, Ooi Beng Yean on 20th June 2018 as BSI Services Malaysia Sdn Bhd planning to conduct RSPO P&C annual surveillance assessment at United Plantation – Jendarata Business Unit at Teluk Intan, Perak.

Note - As part of the assessment process, they are they are conducting the stakeholder engagement and would like to find out if MNS has any concerns that we would like to highlight to BSI with regards to that Business Unit.

As requested by Balu Perumal, HOD Conservation, an email has also been sent to the RSPO Scheme Manager on 20th June 2018 requesting for them to can furnish us with the details of the past audit report (if any) for the same management unit. In order for us to provide a better informed and researched feedback.

- 3) An email invitation for stakeholder consultation from Sime Darby Plantation Berhad forwarded to Hatta Sawabi, Chair of Sandakan on 22nd June 2018 for MNS to attend the stakeholder consultation/meeting as they would like to o conduct the RSPO Principle & Criteria Recertification Assessment of Sandakan Bay Palm Oil Mill and Supply Bases, Sandakan, Sabah.
- 4) An invitation from Wiranda (M) Sdn Bhd and DOE forwarded to Pasupathy, Chair of Selangor Branch on 22nd June 2018 as they would like MNS to attend the meeting and workshop on “ *Kajian Semakan Semula Kriteria dan Standard Kualiti Air Marin Malaysia di bawah Rancangan Malaysia Kesebelas (RMK -11)*” to be held at Kinrara Resort, Puchong.

The End