

## **Services Updates – February 2019**

### **A) Human Resources**

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

As of 28<sup>th</sup> Feb 2019, current workforce is **38 pax**.

#### **2) Misc.**

a) Internships requests processed for 3 students as they would like to conduct their internships with MNS, 2 students from Universiti Pendidikan Sultan Idris . Note – their internship start date moved from 25<sup>th</sup> Mac to 18<sup>th</sup> Mac as HR personnel will be away on the last week of Mac hence induction for these students will be delayed . The university agreed with this request. Another student from Multimedia University had a change of mind and decided to conduct his internship elsewhere.

b) Wan Noor Zalikha's request for extension of study leave /unpaid leave has been approved by the Executive Director, Shanmugaraj. She is now on study leave until 31<sup>st</sup> May 2019.

c) Courtesy visit from Kwansai Gakuin University (KGU) took place on 7<sup>th</sup> Feb 19. Visitors are Prof. Hajime Nabeta and Mr Yutaka Sawamura. ED Shan also attended this session

d) We are required to complete the MyXpats Survey 2019 before any transactions through the ESD online portal can be submitted.

e) Purchasing ethics letter signed and submitted on 22<sup>nd</sup> Feb 19 as required by one of the suppliers.

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

1) Preparation of the detailed financial report of Forest Governance /EU project for Year 2018 for audit purposes.

2) Arrangement made for invoices to be sent to Birdlife for Hum Gurung 's expenses i.e. expenses incurred from mid Nov to Dec 2018 and another invoice sent as an advance request to cover his next 3 months salary i.e. Jan – Mac 2019.

3) Arrangement made for invoice to be issued out to Birdlife International ( Asia) on 7<sup>th</sup> Feb 19 for the Helmeted Hornbill project . This is from National Geographic funds and another two BL Species Champions

4) Assistance provided to Ecocare on 14<sup>th</sup> Feb 19 as their potential funder i.e. CIMB Foundation requested for supporting documents i. e. official office bearers details . This is meant for Ecocare proposal - Mangrove Replanting with Local Community and Students at Kerteh River.

5) Assistance provided to Eda Izanie, EE Manager on 16<sup>th</sup> Feb 19 as certain financial data of the Society required to be submitted to Coke Foundation on that day itself. This is as part of their financial reporting requirement.

6) Support provided to Zaid , EE Manager on 25<sup>th</sup> Feb 19 as a few Purchase Order to be sent out to different suppliers for the purchasing of pipes & water tanks. This is meant for his Water for Life project .

7) Rejected Invoice from Petronas payment portal forwarded to Finance Manager on 27<sup>th</sup> Feb 19 . Invoice to be revised as the invoice no is exceeding 16 characters ( this is inclusive of space & special character ). Note – invoice no being generated automatically by the accounting system

### **C) Finance**

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

2) Invoices and Official receipts generated and donation letters prepared

3) Creditor invoices updated in the accounting system

4) Posting of Point of Sales ( POS) for membership, UEEH, NEC and KSNP into the accounting system.

5) Franking machine will be phase out by vendor by June 2019, currently liaising with vendor for purchasing new one & waiting for management approval for this.

6) Guidance & training provided to staff on how to view General Ledge (GL) and printing out report from the accounting system as and when requested .

7) Lead person for the preparation of revised budget for current financial year.

8) Liaised with BBS IT team to enhance the accounting system as and when problem arises. Improvement still required for certain areas

### **D) General Administration**

1) Arrangement made for Raptor Counters accommodation from 24<sup>th</sup> Feb to 17<sup>th</sup> March 2019. Ancasa Residences was chosen as a good rate was given by them for their 2 bedroom apartment .

2) Attended the Raptor Watch 2019 Stakeholders Meetings with the ED Shan, VP Stephanie Bacon and M&P Manager, Raffi Ismail on 19<sup>th</sup> Feb 2019.

3) Booking made on behalf of SIG Flora Group, Selangor Branch on 26<sup>th</sup> Feb 19 for the auditorium to be booked for their usage for the last Saturday of each month for the rest of 2019.

4) Feb 2019 is also busy for the preparation for Raptor Watch – logistics arrangement for Secretariat team, getting approval from *Dewan Bahasa & Pustaka* for banting and banner, arrangement for invoices to be issued out to retailers, additional request letters to relevant stakeholders and others

## **E) Miscellaneous**

- 1) AGM notification notice from Sabah Environmental Protection Association ( SEPA) forwarded to Anna Wong, Chair of Sabah Branch on 4<sup>th</sup> Feb 19 as MNS is one of the members of SEPA.
- 2) Email invitation from BSI Services Malaysia Sdn Bhd forwarded to Abbott Chong, Chair of Johor Branch on 11<sup>th</sup> Feb 19 . This is meant as Stakeholder Consultation as they will be conducting Surveillance Assessment for Malaysian Sustainable Palm Oil (MSPO) certification at Genting Plantations Bhd., Genting Ayer Item Certification Unit.

Another invitation forwarded to Abbott on 27<sup>th</sup> Feb 19 for MNS to attend the Management Effectiveness Tracking Tool (METT) – Financial Sustainability & Capacity Development scorecards – Endau Rompin

- 3) Email invitation from SGS forwarded to Musa Musbah, Chair of Miri Branch on 12<sup>th</sup> Feb 19. This is meant as Stakeholder Consultation as they will be conducting an evaluation of the due diligence system (DDS) against the FSC<sup>TM</sup> Controlled Wood Standard STD-40-005 V3-1. Supplier company is located in Sibu, Sarawak.
- 4) Email invitation forwarded to Hatta Sawabi, Chair of Sandakan Branch on 15<sup>th</sup> Feb 19 as RSPO would like to conduct stakeholder meeting for their external audit. Audit relating to the operations and management of Kretam Palm Oil Mill and (Bode Estate, Masang Estate, Sapagaya Estate, Bukit Sekong Estate).
- 5) Email invitation on launching of World Wetlands Day at Hutan Raja Musa forwarded to Pasupathy, Chair of Selangor Branch on 18<sup>th</sup> Feb 19.
- 6) Email invitation from Jabatan Alam Sekitar, Negeri Sembilan forwarded to Lee Seng Hong on 26<sup>th</sup> Feb 19 as MNS is invited to attend the coordination meeting for Earth Day celebration for the state of Negeri Sembilan.

The End