



**MALYSIAN NATURE SOCIETY**

**URBAN ENVIRONMENTAL EDUCATION HUB**

**MANAGEMENT REPORT**

**February 2019**

Strategies	Progress February 2019	Issues / difficulties	Remarks (Funder of project, stakeholders involved, beneficiaries,
<p>5.2.1 Establish a Network of MNS Environmental Education Centres (EECs) to serve as focal areas for educational programmes and activities; providing for both geographical coverage of the country and a wide coverage of different habitats as well as being linked to globally-important areas such as Important Bird Areas (IBAs), World Heritage Sites and Ramsar Sites, where possible.</p>	<p>Total sales: RM 2760 Online sales/e-shop sales: RM 242.60 Number of walk ins: 152 customers</p> <p><b>Maintenance</b></p> <ol style="list-style-type: none"> <li>1. Floor plan is scheduled to change based on the theme decided each month</li> <li>2. Sweeping and Moping the floor is being done on a daily basis</li> </ol> <p><b>Tapirrama</b> Exhibition started 5 March 2019. Currently, UEEH Intern is assisting with the exhibition. MOU finalized and sent to Garis Warna</p> <p><b>Part Timers</b> New part timers employed. Murni - will be assisting with e-shop Ana – to assist with Social Media</p> <p><b>EE/CEPA activities at UEEH</b> Herpetofauna was the subject matter promoted at UEEH</p> <p>Educational activities conducted as per below:</p> <ol style="list-style-type: none"> <li>1. Interactive Activity – Rock Painting</li> <li>2. Workshop – All about Herpetofauna</li> <li>3. Introductory talk on Marine Mammals of Malaysia and “Sort-it-Out” activities at PWTC in conjunction with DRT Show Malaysia</li> </ol> <p><b>Host:</b></p> <ol style="list-style-type: none"> <li>1. EE Network Group (delegates from Birdlife Members) – 23/2/2019</li> </ol> <p><b>Plans for March 2019</b> Educational activities conducted as per below:</p> <ol style="list-style-type: none"> <li>1. Earth Day celebration – light pollution NO!</li> <li>2. Interactive activity: Sort-it-out</li> <li>3. Workshop: Tapir 101</li> </ol>	<p><b>Internet Connection</b> - We have studied the internet connection as per below:</p> <ol style="list-style-type: none"> <li>1. Sync BBS.  Per usage: 100 MB / 0.1 GB Sync supposed to be done every day: 30 usages per month Total data needed: 3000 MB / 3 GB per month</li> <li>2. Hub’s pc usage for every day work:  Per usage: 750 MB / 0.75 GB (average) Used every day: 30 usages per month Total data needed: 22500 MB / 22.5 GB per month</li> </ol> <p>New internet plan will be subscribe</p> <p><b>Lighting in store</b> Deadline set to solve the lighting issue by 31 March 2019</p> <p><b>Credit card terminal</b> One of the terminals cannot be used.</p> <ul style="list-style-type: none"> <li>• Contacted GHL, they will check on the terminal (will come to ether HQ or hub)</li> <li>• But still haven’t received feedback on suitable date from their side.</li> </ul> <p>Will follow up more with GHL.</p> <p><b>Part timers</b> Need to look for part timers who can do sale. On top of that, we need to train our part timers on our products and MNS</p>	<p>Stakeholders: Mid Valley Beneficiary: NA UEEH is currently self-sustain – No funder Number of walk ins: 152 customers</p>

		<p><b>GMS POS/BBS Bugs</b></p> <ul style="list-style-type: none"> <li>• In POS, when using the 'SEARCH' button, the user must type full code of merchandise, instead of part of the name for easier search.</li> <li>• Some merchandises are already recorded in BBS, set to be displayed on POS, BUT are not seen in POS</li> <li>• As for BBS, for quantity at hand, the quantity at HQ is the same as at UEEH while physically, they are not supposed to.</li> <li>• When the user goes to 'SUPPLIER MAINTENANCE', this message showed up: Conversion from type 'DBNull' to type 'String' is not valid.</li> <li>• The user also cannot create new supplier.</li> <li>• Account code not listed in UEEH BBS, GL Code/Line/Bill also not listed according to MNS standard</li> </ul> <p>We have contacted GMS, and they are working on updates on a daily basis (due to poor internet connection)</p>	
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**Appendix**

**Urban Environmental Education Hub**

Table 1: List of Programs for January 2019

Year	Month	No	Name of Program	Number of participants	Income (RM)	Detail of activities (inclu number of trees planted, garbage collected etc, if applicable)
2019	January	1	<b>Rock painting</b> Venue: UEEH, Mid Valley Date: 23/2/2019 Time: 11 am – 5 pm 27/1/2019 <i>Promoted on UEEH weekly board activity throughout the whole week</i>	5	5	Activities conducted: <ul style="list-style-type: none"> <li>• Introduction to MNS</li> <li>• Rock painting</li> </ul>
		2	<b>Workshop – All About Herpetofauna</b> Venue: UEEH, Mid Valley Date: 24/2/2019 Time: 11 am – 5 pm <i>Facebook, Instagram Promotion. Email and whatsapp blast to MNS members, UEEH customers &amp; volunteers</i>	9	NA	Activities conducted: <ul style="list-style-type: none"> <li>• Informative exhibition on herpetofauna in Malaysia</li> <li>• Special promotions on MNS Herp Club t-shirts</li> </ul>
		<b>Total</b>			<b>14</b>	RM 6,580

Table 2: List of future Programs March 2019

Year	Month	No	Name of Program	Date
2019	March 2019	1	RW	9 – 10/3/2019
		2	Interactive activity: RW at UEEH	10/3/2019
		3	Workshop: Raptor 101	24/3/2019