

## Services Updates – April 2019

### A) Human Resources

#### 1) Current Workforce

As of 30<sup>th</sup> April 2019, current workforce is **35 pax**.

#### 2) Misc.

1) Orientation done for KGU's student i.e. Miki Fukunaga on 4<sup>th</sup> April 2019 at HQ. Submission of her passport to Immigration for the Professional Visit Pass (PVP) sticker was also done on the same day. She is assigned to KSNP until 27<sup>th</sup> Aug 2019.

2) Facilitated request for insurance coverage from Pulau Ketam team on 14<sup>th</sup> April 2019 for their Mangrove river cruise training with "Nature Guide" students from SMK Pulau Ketam.

3) 4) NEC team also required assistance on 27<sup>th</sup> April 2019 for insurance coverage for their activity i.e. Backyard Birdling.

4) Fire Prevention Talk organised for the staff (this is inclusive of the Research Assistants (RAs) and interns at HQ. Session was held on 30<sup>th</sup> April 2019. There were also representatives from centres.

5) Internship requests received from UITM Negeri Sembilan, UM, UMT, IIUM, Politeknik Merlimau and UPM for the June & July 2019 intakes. Requests accepted and processed for 14 students within the month of April 2019.

### B) Financial Management of Projects

1) Facilitated request from Petronas Gas Berhad (PGB) on 8<sup>th</sup> April 2019 and the signed collaborative agreement was hand delivered to them on the same day.

2) Assistance provided to UEEH and input given for one of their suppliers agreement on 9<sup>th</sup> April 2019. Another request came in on 14<sup>th</sup> April 2019.

3) Facilitated request from Zaid, EE Manager for the grant from KATS for *Program Penanaman Pokok Bakau Dan Spesies-Spesies Yang Sesuai Di Pesisiran Pantai Negara bagi tahun 2019*. Signed contract and relevant supporting documents sent to KATS on 12<sup>th</sup> April 2019.

4) Assistance provided to Yazid, Ecocare Centre Manager on 12<sup>th</sup> April 2019 as he requested for relevant supporting documents for his proposal i.e. Community Link – Mangrove Replanting with Local Community and Students at Kerteh River. Proposal submitted to CIMB Foundation.

5) MNS profile has been updated in PROSPECT/PADOR on 30<sup>th</sup> April 2019. This is the EU online portal for submission of proposals and relevant supporting documents. This has to be done as Conservation team will be submitting 2 proposals by 16<sup>th</sup> May 2019.

6) Assistance provided to Raffi, M&P Manager as we are requested to fill up their Supplier Information Sheet and submitted relevant supporting documents. Exercise completed on 30<sup>th</sup> April 2019.

7) First half of the month is also occupied/spent on sending or re-sending supporting documents for EU project audit . There are also endless queries regarding the 2018 expenditure.

### **C) Trade Receivables**

Please refer to the attached spreadsheet regarding current status i.e. column G

### **D) Staff Advance**

Please refer to the attached spreadsheet regarding current status i.e. column E

### **E) 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 Mac 2019 .

2) Invoices and Official receipts generated .

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) April monthly accounts report submitted to Honorary Treasurer, ED and Head of Services on 15<sup>th</sup> April 2019.

### **F) General Administration**

1)Facilitated request from SIG Bird Group as they would like to use the auditorium for their talk on Saturday, 13<sup>th</sup> April 2019.

2) Email reminder sent to the contact person i.e. BPH officer ( Ahmad Shamel bin Mohamed) on 24<sup>th</sup> April 2019 as official notification regarding the approved rental rate has not be sent to MNS. Note - this matter has been resolved in May and all outstanding payment has been made BPH has been reminded as current, rental agreement expires on 30<sup>th</sup> June 2019.

3) Facilitated request from relevant staff as their Kaspersky Anti Virus is due for renewal by end of the month

### **G) Miscellaneous**

1)Email invitation from Ministry of Economic Affairs forwarded to both President, Prof Ahmad and VP Vincent Chow on 2<sup>nd</sup> April 2019 as they are in the midst of data collection for the preparation of the document “ *Rancangan Malaysia Ke 12 , 2021 – 2025 – Hala Tuju dan Strategi Pengurusan Sumber Asli : Sesi Libat Urus Bersama ORganisasi Bukan Kerajaan dan Akademia*”

2) Email invitation forwarded to both to Anna Wong, Chair of Sabah Branch and Hatta Sawabi, Chair of Sandakan Branch on 15<sup>th</sup> April 2019 for stakeholders consultation on oil palm plantation organised by Serijaya Industri Sdn. Bhd .

3) Invitation from National Geographic and Tamasek forwarded to Pasupathy, Chair of Selangor Branch on 15<sup>th</sup> April 2019 as SIG Photography might be interested to participate in their photo competition - Shoot for Sustainability , #OurCleanEarth. The four-week photo competition aims to elicit photos and stories that inspire greater appreciation for our environment, and to increase awareness of the role that individuals have in protecting it.

4) Facilitated request from a London based journalist on 25<sup>th</sup> April 2019 as she would like to interview Tan Sri Salleh for an article for the Ecologist. Note – this is after Tan Sri Salleh’s post on the degazetted forests in Malaysia.

5) Meeting invitation from KATS forwarded to Jehan Bakar, Chair of Pahang Branch on 25<sup>th</sup> April as they would like MNS to attend the *Mesyuarat Jawatankuasa Eksekutif Peninailan Prosedur Operasi Standard ( SOP) Activiti Perlombongan & Pengeksportam Bauksit Negeri Pahang*.

6) Invitation from Perhilitan forwarded to Prof Ahmad on 26<sup>th</sup> April 2019 to attend their “Majlis Perasmian Ops Belang”

The End