

Services Updates – July 2019

A) Human Resources

1) Current Workforce

As of 30th June, current workforce is **37 pax**.

2) Staff Movement

Ms Chen Foong Ling joined the workforce as the Education Officer , Pulau Ketam Project effective 1st July 2019 She was previously attached to Environmental Education Division as a Research Assistant (RA) under the same project

3) Misc.

1) Interview conducted on Thursday, 11th July for the second batch candidates for the IT and E-Media position. Two candidates were shortlisted .

2) Facilitated the training conducted by Birdlife International on 18th July 2019 . Training given to MNS staff inclusive of Research Assistants and Interns on Theory of Change and Project Management .

3) Facilitated request for insurance coverage from NEC team for their River Scientist Programme to be held on 22nd July 2019

B) Financial Management of Projects

1)Following up from the meeting held between the ED and Head of Services, a letter was sent to relevant members of Management Team on 4th July 2019 alerting them of the deficit suffered by their divisions/units during last FY . This matter was discussed & agreed during Management Meeting on 1st July 2019 that the deficit will be covered within FY 2019/2020 budget . All were reminded that there is a need to ensure their divisions/units generating the income as projected in their respective budgets and their expenditure will also be within the budget allocated. Having said that, the ED also reminded the team that this is a team effort and collectively, this target can be achieved.

2) Assistance provided and questionnaire answered and relevant supporting documents shared via Belinda Wong, Secretary of Johor Branch on 8th July 2019 . This is meant for their vendor requisition.

Same support provided for the President, Prof Ahmad Ismail for his vendor requisition . Donation Recipient Questionnaire filled up from BHP Shared Services Malaysia Sdn Bhd and our Code of Ethics shared with them for due diligence purposes. Exercise completed on 8th July 2019 .

3) Coordinated a donation from US based donor as he requested for hornbill poster . Suggestion was made for him to give a donation to MNS. Apparently, the cost to TT the donation is 10x more compared to do it via Western Union. Arrangement was made for the despatcher to collect the payment from the nearest Western Union in Sentul. Donation meant for Conservation Division.

4) Assistance provided and arrangement made to send the relevant invoice by hand on 12th July 2019 to Nestle for their National Beach Clean Up activity .

3) Month of July was also spent by entertaining requests from auditors regarding projects and copies of requested project agreements were also made for their auditing & record purposes.

1) Assistance provided to KSNP team on 3rd June 2019 as their new vendor (Rohde & Schwarz Malaysia Sdn Bhd) requested for Supplier Application & Declaration Form to be filled up and relevant supporting documents submitted as well . Another request came from Sashikala on 11th June 2019 and copies of relevant supporting documents given to her .

2) Inputs to the Financial SOPs given to VP Stephanie & Honorary Treasurer on 18th June 2019 . After a few round of email discussion and F2F session, the final version of the financial SOPs circulated to all staff on 27th June 2019.

3) Financial data and visitor numbers on KSNP submitted to Honorary Secretary on 21st June as requested. This is meant to be by the task force.

4) Invoice sent to BL on 24th June 2019 for hosting of Dr Hum Gurung for the period of July – Sept 2019.

5) Following up from the discussion with the ED, an email reminder sent to management team on 24th June 2019 inclusive of their individual budgets as everybody is required to monitor their budget closely. There is also a need to ensure the funds comes in as scheduled. After 3 months i.e. by Aug 2019 , if target set is not achieved, hence there is a need to look at scaling down the expenditure.

6) As requested by Raffi Ismail, M&P unit manager, a quotation prepared for his vendor on 24th June 2019 for a nation wide beach clean up programme.

7) Puan Jehan Bakar, chair of Pahang Branch has provided comments and edited the Letter of Demand . The letter is meant for collecting outstanding debt from University of Nottingham i.e. letter sent to the CEO and Provost of Nottingham, Prof Graham Kendall . Jehan has agreed to assist with debt collection process if required.

Notes – this matter is now closed as we received bank in slip as proof of payment on 17th July 2019 . Special thank you to an intern from Nottingham as he was requested to find out who is the PA or secretary of the CEO as this information is not attainable on the internet .

8) Received an email from Mr Dennis Koh a BOT member on 20th June 2019 requesting for a meeting to be set up in July at his office as Dennis & his team would like some clarification from us in order for them to re-evaluate the annual charges.

Had a chat with Eda Izanie, EE Manager regarding this matter. She indicated that internally we need to sort ourselves first before we can have the session with Dennis . Since I could not locate the email that I sent to both Eda Izanie & Lim Lay Ean regarding this matter, hence it means that I only informed Eda verbally and upon checking with Lim Lay Ean, she indicated that she is not aware of this matter. Hence, this means that I totally forgot to update her at that time. My bad.

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 June 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) Month of July is still occupied with audit exercise due to financial year closing.

6) Inland Revenue Board requested some documentation for their audit purposes . Document re-submitted were related to 2017 and 2018 Year Assessment i.e. A detailed copy of data payroll from the system, copy of Form CP 22 (list of new employees), copy of form CP 21 (list of employees who left the Society and left Malaysia) and copy of form 22A (list of employee who left MNS) . Hence, month of July was also occupied with completing this task as the Finance Manager had to liaised with the payroll vendor for certain information i.e. ensuring data in the format requested by Inland Revenue Board.

General Administration

1) Coordinated request from Flora Group on 9th July for the usage of Auditorium for their talk on 3rd Aug 2019

E) Miscellaneous

1) An email invitation forwarded to Wong Chee Ho, Chair of Terengganu Branch on 15th July 19 as

1) An email invitation forwarded to Jehan Bakar on 14th June 2019 as Sri Jelutung Palm Oil Mill Sdn Bhd would like to apply for MSPO Certification. Hence, Pahang Branch is invited to attend the stakeholder consultation session.

2) Email request from a local production company (Katak Hijau Entertainment Sdn Bhd) forwarded to President, Prof Ahmad Ismail on 21st June 2019 as they would like to produce a documentary on Green technology for RTM. They would like to interview the relevant MNS members.

3) Facilitated a request from MNS member on 26th June 2019 as she would like to find a mentor for her forestry course. Hence, she wants to contact a botanist or a plant expert . Thus, Lim Kun Hup is the chosen one.

4) Invitation letter forwarder to Col. Husamuddin, Chair of Kedah Branch on 26th June 2019 as he was invited to attend the workshop on “ Langkawi Green Transportation Plan” . Upon consultation with him, the invitation was also forwarded to Langkawi Branch via Dato’ Alex on 27th June 2019.

5) An invitation from Conservation team forwarded to EXCO on 27th June 2019 as they are invited to participate in the IUCN Firefly Specialist Group workshop . Same invitation was also sent to Council members and BOT members via the Honorary Secretary.

The End