

Services Updates – June 2019

A) Human Resources

1) Current Workforce

As of 30th June, current workforce is **36 pax**.

2) Staff Movement

Cik Nabilah Jamaluddin joined the workforce as the Centre Officer, Urban Environmental Education Hub (UEEH) effective 1st June 2019. She was previously attached to Conservation Division as a Research Assistant (RA).

Effective 1st June 2019, Encik Habibun Najjar Zainal Abidin is part of Conservation team. His new portfolio is Conservation Officer (Conservation Centre and Community Outreach Programme). Previously he was a part of Environmental Education team.

3) Misc.

1) Orientation conducted on 17th June 2019 for 2 interns that are attached with Conservation team. There are Ms Joshilla Krishnan and Ms Kaveta Raveendran. Both students from UNIMAS and will be with us until 23rd Aug 2019.

2) Facilitated request for insurance coverage from NEC team for their Rainforest Discovery programme on 8th June 2019. Another request from NEC for their night walk held on 21st June 2019.

3) Interview conducted on 11th June 2019 for the IT and E-Media position. Only 1 candidate was interviewed but she do not meet the standard set. It was agreed that this position will be advertised again.

B) Financial Management of Projects

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 May 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 May is occupied with preparation of audit due to financial year closing.

6) Changes of signatories done for CIMB and UOB banks. Still pending for Maybank as there was a challenge faced. When one of the signatories visited the bank by himself , the bank officer did not provide the signatory with a verification document hence the whole process stalled as the signatory indicated that he do not want to visit the bank again regarding this matter.

E) Miscellaneous

- 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