

Services Updates – March 2019

A) Human Resources

1) Current Workforce

As of 31st March 2019, current workforce is **37 pax**.

2) Misc.

1) Email notification received on 7th March 2019 as KGU's student (Miki Fukunaga) application has been approved by Immigration. There is a need to submit her passport for the next step.

2) Facilitated request for insurance coverage from Pulau Ketam team on 5th March 2019 for their "Nature Guide" students from SMK Pulau Ketam to join Raptor Watch. Another request came from NEC team for their River Scientist programme held on 23rd Mac 2019.

3) Code of Ethics/Conflict of Interest and the guidelines for the usage of the Tapir logo forwarded to Honorary Secretary on 13th March 2019 to be forwarded to all Council Members.

4) Email notification sent to official office bearers informing all that MNS has been awarded with The Global Good Governance (3G) Environmental Responsibility Awards 2019. Awarded ceremony held in Jakarta on 14th Mac 2019 and the ED accepted the award on MNS behalf.

5) Two interns from Universiti Pendidikan Sultan Idris started their internships at MNS HQ effective 18th March 2019. Alia Farhana Muhamad Sakri being assigned to Services Unit and Nur Sabrina Kazman has been assigned to Conservation Division.

6) Notification letter issued to Palanisamy Subramaniam, Security Guard at HQ as he is now needs to be on unpaid leave until further notice as he has fully utilised his available annual leave entitlement for the 1st quarter of 2019. Note – he had a minor operation due to foot injury.

B) Financial Management of Projects

1) Early march was busy with financial reporting for the EU project . This is meant for the audit for expenses incurred from Jan – Dec 2018 .

2) Notification received from PROSPECT on 11th March 2019 as both concept note submitted has been accepted . Fully proposal to be submitted by 16th May 2019 . In the meantime, the other relevant documents to be uploaded into the portal before 30th April 2019. Together with Balu Perumal, Head of Conservation, attended the briefing session on 19th March 2019 for the new proposals.

3) Award letter for Water for Life Programme At Kampung Kubang Tok Lebai, Sik, Kedah signed with Petronas Dagangan Berhad on 13th March 2019.

3) Inputs sought from relevant colleagues so that Birdlife's Quality Assurance System (QAS) being answered & submitted within requested time frame i.e. by 22nd March 2019

4) Assistance provided to Marketing & Partnerships Manager to fill up a vendor creation form.

5) Contract on Baseline & Biodiversity Monitoring Surveys for the ASEAN Flyway Network Sites signed with ASEAN Centre Biodiversity and submitted on 18th March 2019 . This is Yeap's new project

6) Assistance provided & logistics arrangement made as the Project Management Meeting was hosted by MNS team at Awana Genting Highlands from 25th March to 29th March 2019 .

7) Assistance & arrangement made so that project invoice submitted to a vendor on 22nd March as requested by the relevant project manager.

8) Payment requests & submission of claims from staff & RAs processed for the month of March and tracked via the excel tracking sheets

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) 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 Feb 2019 .

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

F) Raptor Watch 2019

Early march was busy with logistics preparation of Raptor Watch 2019 i.e. accommodation and meals arrangement for staff, meal arrangement for volunteers, invitation letters to retailers, responding to queries from various stakeholders and various arrangement for the launch.

G) General Administration

1)Arrangement made with Fire Prevention Centre on 22nd March 2019 so that briefing/talk on Fire Prevention can be held in the office on 30th April 2019. It was agreed that each centre is required to send 2 staff each for this session.

2) Assistance provided and facilities arrangement made on 26th March 2019 so that open classroom activity with GEC can be conducted on Sunday, 31st Mac 2019.

H) Miscellaneous

1)Email invitation forwarded to Hatta Sawabi, Chair of Sandakan Branch on 7th March 2019 15th Feb 19 for stakeholder consultation for MSPO certification at Boustead Plantations Berhad.

2) Email invitation from Sabah Environmental Protection Association (SEPA) forwarded to Anna Wong, Chair of Sabah Branch on 12th March for MNS to participate in their RSPO Outreach Programme – Train the Trainer Workshop.

3) Email invitation from Universiti Teknologi Mara Pahang forwarded to Jehan Bakar, Chair of Pahang on 14th March 2019 as MNS is invited to attend the Programe Sambutan Hari Hutan Antarabangsa – Cawangan Pahang . A radio interview from BFM 89.9 forwarded to Jehan Bakar on 15th March 2019 as they would like to conduct an interview with MNS regarding bauksit mining .

Another invitation from KATS forwarded to Jehan on 15th March 2019 as they would like MNS to attend the *SOP Aktiviti Perlombongan dan Pengeksportan Bauksit Negeri Pahang* . KATS also being informed on 21st March 2019 that lead representative from MNS is Jehan Bakar. President, Prof Ahmad Ismail is the back up and Zaid Hamzah is the representative from Secretariat.

Meeting invitation from Pejabat Setiausaha Kerajaan Pahang forwarded to Jehan so that MNS attend the Mesyuarat Jawatankuasa Alam Sekitar Bil 1/2019 & Penyediaan Garis Panduan Pengurusan Alam Sekitar Negeri Pahang scheduled to be held on 20th Marc 2019

4)Invitation from JPS Johor forwarded to Abbott Chong, Chair of Johor Branch on 14th March 2019 as MNS is invited to attend the *“Lawatan Kerja Menyusuri Sungai Skudai di bawah Program Peremajaan Semula Sungai Skudai”*

5) Acted as liaison person between President, Prof Ahmad Ismail and representative from BBC News (Singapore Bureau) for email interview regarding Pasir Gudang toxic chemical spill on 19th March 2019.

6)Invitation from Jabatan Muzium Malaysia forwarded to Wong Chee Ho, Chair of Terengganu Branch on 22nd March 2019 for the Biacara@Muzium programme : Repositori Khazanah Marin Negara : Cabaran & Harapan . Note – Speaker from UMT

The End