

Services Updates – May 2019

A) Human Resources

1) Current Workforce

As of 31st May 2019, current workforce is **36 pax**.

2) Staff Movement

Cik Noor Atikah Syazira Binti Samsubahari joined the Ecocare team on 2nd May 2019 as the Cleaner for the centre

3) Misc.

1) Orientation done for an Intern, Nik Abdul Hadi from Kolej Professional MARA Sri Iskandar, Perak on 23rd May 2019. He is assigned to M&P Unit and will be with us until 6th September 2019

2) Facilitated request for insurance coverage from NEC team for their Young Entomologist programme on 3rd May 2019.

3) Processed an application for internship for a student from UKM and he will be assigned to Conservation team effective 24th June to 30th August 2019. Requests from 5 UMT students accepted and they will be assigned to KSNP effective 1st July 19.

4) Email notification sent out to all staff on 6th May 19 as Ezanor from EU project will be conducting a training on *“News gathering & article writing”*. This is capacity building exercise for the Society.

5) Contact established with the new representative from Kwansai Gakuin University (KGU) i.e. Mr Kentaro Hasa on 14th May 19 . He is replacing Mr Shota Ochi who has been assigned to different division. There will not be any KGU students attached with MNS for the term Sept 2019 to Feb 2020 as none of the candidates met the standard set . Plan has already put in place to recruit KGU student for the term April to Aug 2020.

B) Financial Management of Projects

1) Assistance provided to M&P and Supplier Information Sheet (SIS) filled up and submitted as requested by a donor i.e. Shell on 3rd May 2019 . Requests for additional information & supporting documents entertained and sent on 6th May 19. Arrangement made for the confirmation letter as one of the beneficiaries filled up, signed and hand delivered to the donor on 8th May 2019 as required. The consent form to use personal data and visuals filled up and sent on 10th May 2019.

2) The overall payment request from all project partners has been revised and re-submitted to FGV at the beginning of May 19 .This is in relation to sunbear project.

3) Additional queries for Year 2 EU project audit from BL responded and attended to on 3rd May 19. Payment request for Year 3 also submitted at the beginning of May 19.

4) Assistance provided and invoice sent to a publishing company on 14th May 19 . This is meant for the launch of a book . Payment received before end of May 19.

5) Invoice sent to BL for hosting of Dr Hum Gurung for the period of April – June 19 on 14th May 19. Payment received on 21st May 2019.

6) Assistance provided for submission of 2 new proposals from Conservation team via PROSPECT on 16th May 19. These are the 2 proposals submitted for EU funding.

7) As instructed by EXCO, a letter is sent to Dr Hum Gurung on 17th May 19 as MNS will cease running the project. Project will resumes when allocation for 2019 is received.

8) Draft Letter of Demand sent to Jehan Bakar on 29th May 19 for her feedback.

9) Assistance provided and relevant supporting documents sent to a donor i.e. BHP on 30th May 19 as we are required to fill up their Community Development Projects and Donations (CDPD) form for due diligence purposes . Contact established via Prof Ahmad, President of MNS.

C) Trade Receivables & Staff Advances

The updated lists as per 10th May 19 sent to Honorary Treasurer, Jenny Yow on 11th May as Council Meeting was held on the same day.

D) 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 April 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.

E) Miscellaneous

1) Invitation from Ministry of Urban Development and Natural Resources, Sarawak forwarded to Rose Au, Chair of Kuching Branch on 8th May 19 as they would like MNS to attend the Sarawak Biodiversity Masterplan Project Design Workshop.

2) An invitation forwarded to all Branch Chairs on 14th May 19 as they/their branches might be interested to attend the National Geographic's interactive Grant Writing workshop.

3) Email invitation forwarded to both to Anna Wong, Chair of Sabah Branch and Hatta Sawabi, Chair of Sandakan Branch on 15th May 19 for stakeholders consultation on Genting Jambongan Oil Mill & Estates organised by BSI Services Malaysia

4) Email request from Reuters journalist forwarded to both President, Prof Ahmad & Abbott Chong, Chair of Johor Branch on 21st May 19 as the journalist planning to publish a story on tyre pyrolysis and seeking comments from MNS regarding this industry and the environmental concerns around it.

5) Email from a member of public from ZhongShan Building's Rumah Attap Library forwarded to Pasupathy, Chair of Selangor Branch on 21st May 19 as she is concerned over the forest cutting going on opposite their building. This is due to the construction of two level tunnels for PNB 118 and also Sunway's project on developing residential towers. She would really like to know more about the tree species, the landscape, and the history of this piece of land and wish to get expert opinions on this issue.

6) Invitation from Star Media group forwarded to Prof Ahmad Ismail, the President on 23rd May 19 as they would like MNS to be one of the panelists for their roundtable session on ***'Transforming social organisations for sustainability'***

7) An email received from a reporter from Channel NewsAsia in Singapore forwarded to Abbott Chong, Chair of Johor Branch on 29th May 19 as she would like to check with MNS on the environmental implications of harvested pitcher plants to make lemanang for Hari Raya.

8) Questions from a Malaysiakini reporter forwarded to Prof Ahmad Ismail, the President on 30th May 19 as for her article on public awareness on threatened species.

The End