

Services Updates – November 2019

A) Human Resources

1) Current Workforce

As of 30th November 2019 , current workforce is **38 pax**.

2) Misc.

a) Submission of renewal of Dr Hum Gurung's dependent pass has finally been approved by Expatriate Services Division (ESD) , Immigration Department on 1st Nov 2019.

b) Email notification sent to relevant staff on 7th Nov 19 as they have been chosen to attend the training/capacity building programme in Nepal. Eight staff have been identified but only four staff could attend the training .

c) Facilitated request from EE team for insurance coverage for their Junior Environmental Leaders Series Camp and another separate request came from NEC for their Young Naturalist . Arrangement made on 21st Nov 19.

Facilitated request from the Pulau Ketam project team on 29th Nov 19 for their Community Representative and Buddy (CRAB) programme.

e) Initial arrangement made on 27th Nov 19 with new liaison person from Kwasei Gakuin University (KGU) i.e. Hasa Kentaro for the intake of their 2 students to be assigned to Ecocare & KSNP. This is for April to Aug 2020.

B) Financial Management of Projects

1) Assistance provided to the M&P Manager with his budget submission to a potential donor on 1st Nov 2019 .

2) Assistance provided to the Sg Latoh project team for their event " Sentuhan Alam – Sayangi Sg Latoh" with the donor at the project site on 2nd Nov 2019. Acted as the lead person for registration and together with Petronas staff, manning the registration booth . Arrangement also made on 7th Nov for an invoice to be sent to the donor.

3) Responded to a few email queries from Mr Ngian regarding outstanding payment from MBAM and a separate arrangement also made to claim the amount via the contact person from MBAM. Another email sent on 21st Nov 19 requesting for update on the payment request. Payment of RM 28,595 received on 24th Dec 19. Another 1 pending invoice of RM 8,929.44 to be sorted out .

4) Arrangement made for an invoice to be sent to GEC on 22nd Nov 19 . This is meant for their River Open Classroom activities i.e. access to trail and usage of toilets.

5) Facilitated request from a Platinum Corporate Supporter i.e. Country Garden Pacificview Sdn Bhd on 27th Nov 19 since the M&P Manager is away from the office at that time. Their company profile form filled up & all the relevant supporting documents submitted.

6) As requested in previous meeting, an update on trade receivables listing will be tabled up and reported . Please refer to the attached Excel file for details – latest updated on 24th Dec 2019 . The staff advance listing has also been updated accordingly i.e. as of 24th Dec 2019.

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 October 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.

D) General Administration

- 1) Logistic arrangement made on 6th Nov 19 for relevant staff as they have been chosen to attend the Ulu Muda Seminar at Alor Setar on 10th and 11th Nov 2019 .
- 2) Arrangement made for SIG Flora Group to use the auditorium on 15th Nov 19 as per their request. Facilitated another request from them on 16th Nov 19.
- 3) Email notification sent to HQ staff on 17th Nov 19 regarding house keeping issues. Another email notification sent to all staff on the same day reminding them to back up their data into the central system at HQ. Arrangement also made for user ID and password created for all RAs. Separate emails sent to all the relevant RAs on the same day regarding this matter.
- 4) Follow –up email sent to the contact person, Cik Suhada on 18th Nov 19 as we would like to use their building – Tourism Bureau Kuala Lumpur, Jalan Tangsi for our 80th Anniversary event – Heritage Trust Fund.
- 5) Logistic arrangement made on 25th Nov 19 for the pre-launch of MNS 80th Anniversary. Email invitations sent out to various stakeholders on 26th Nov 19 i.e. staff, Council, BOT, corporate partners, government agencies, etc.
- 6) Phone call and report made to Travers Police Station on 26th Nov 19 as a motorbike was left at our office compound close to 2 months and nobody claimed it . Apparently, the motorbike was on “ wanted list “ as it was a stolen from Jalan Wangi area. The police officer then took the motorbike away .
- 7) Facilitated request from M&P Manager for a purchase of a drone and arrangement made on 28th Nov 19.
- 8) Sorted out the double booking made for Flora group and Marine Group for usage of auditorium on 28th Nov 19. Both group wanted to use the auditorium on 7th Dec 2019 . Alternative suggestions and arrangement made for Flora group .

E) Miscellaneous

- 1) Invitation from Kedah Tourism Sdn Bhd forwarded to Kol. Husamuddin, Chair of Kedah Branch on 6th Nov 19 for us attend their launching of “Kedah Tourism Handbook & My Travel Book” .
- 2) Email invitation from Jabatan Perancangan Negeri Terengganu forwarded to Wong Chee Ho, Chair of Terengganu Branch on 21st Nov 19 as they would MNS to attend their meeting on “ Rancangan Struktur Negeri Terengganu”
- 3) Facilitated request from Editor of MN on 22nd Nov 19 and arrangement made for relevant BOT members profile & photo to be submitted to her . This is meant for an article to be featured in Dec issue.
- 4) Together with VP Stephanie Bacon & Balu Perumal, attended the RSGC Fauna and Tree Book Launch on Sat, 23rd Nov 2019
- 5) Email Invitation from JPS forwarded to Abbott Chong, Chair of Johor Branch on 25th Nov 19 as they would like MNS to participate in their discussion on Management Plan for IRBM , Sg Pontian Besar, Johor.
- 6) Invitation from LESTARI forwarded to the President, Prof Ahmad Ismail on 27th Nov 19 as they would like suggestions/inputs/comments regarding their joined research with MESTECC on the “ State of the Environment in Malaysia”

The End