

Services Updates – October 2019

A) Human Resources

1) Current Workforce

As of 31st October 2019, current workforce is **38 pax**.

2) Misc.

a) Email sent to all staff on 6th Oct 19 informing them regarding early pay due to Deepavali.

Another email sent on the same day as per instruction from the ED informing all staff of the followings :-

i) no increment & bonus payout this FY . ii) Performance Appraisal (PA) still need to be conducted . iii) Each individual divisions/units budget ideally must all be in positive. iv) In December 19, budget review will be done. In the event, the budget is still in the red, ED has no choice but implement the decision by EXCO i.e. salary deduction v) All managers must take full responsibility regarding the running of their projects to ensure projects are not in deficit. All staff is expected to play a role in achieving the targets set in their division/unit budget especially considering the fact that the budget is bottom up budget. All staff have been informed that this matter has to be taken seriously as failure to do so would mean running of job with MNS.

b)Facilitated request from Amirah Adibah from EE Division for insurance coverage for her programme at Rimbu Ilmu on 7th Oct 19.

c)Email from BL International circulated to management team on 16th Oct 19 as they will be organizing the “Communities of Practice”. Note – This is to support organisational capacity development. Communities of Practice are groups of people who share a passion for a topic and want to solve problems, share problems and learn from each other. BirdLife are bringing these groups together to support organisational development. Trainings will be conducted via webinars. Note – i) Many of the topics identified (9 topics) were also identified by EU project partners in the 2018 capacity assessment. ii) Not only we can participate in the session, we can also choose to lead the session .

d) Oct month is also spent by making arrangement to renew dependent pass of Dr Hum Gurung’s Application submitted to Expatriate Service Division (ESD)

e) Facilitated request for insurance coverage on 18th Oct 19 from NEC team for their Young Entomologist programme and another request facilitated for Conservation team for their boat ride trip along muara Sg Buloh with local communities.

B) Financial Management of Projects

1) Assistance provided to the ED in early Oct 19 for his Water for Life project at Kampung Pangsun, Hulu Langat with request for quotation from vendors for purchasing of poly pipes, water filter and water tank.

2) Contract for Kuching Branch for Helmeted Hornbill surveys in Sarawak prepared on 1st Oct 19. This component is part of Yeap Chin Aik's hornbill work funded by National Geographic . Similar contract was also prepared for Sabah Branch and contract sent on 1st Oct 19 as well.

3) Quotation submitted to UMT on 3rd Oct 19 as they would like to purchase either 50 or 100 copies of MNJ – Pulau Sibul (Vol 71 – Part 3 , Sept 19).

4) MNS bank details provided to Birdlife Asia/Singapore Office on 4th Oct 19 as they would like to transfer some funds to BCC meant for “ Bird Hunting in SEA project” .

5) Payment for invoices , advance requests and submission of claims from staff & RAs processed for the month of Sept and up to date for Oct (as of 9th Oct) and tracked via a tracking sheet. The *RumahApi* Report was also shared with management team on the same date. The excel spreadsheet acting as an alert to inform management team of current spending and up to date cash flow situation before the Oct accounts is out.

6) Assistance provided to KPA - Memberships Unit on 11th Oct 19 as supporting documents required for their submission of proposal to UNDP.

7) Explanation and supporting documents submitted again to BL International on 15th Oct 19 as requested. This is meant for expenses related to articles on EU projects featured in MN magazines.

8) Assistance provided by submitted relevant supporting documents to Maisons du Monde Foundation on 15th Oct 19 . Those are required as supporting documents for conservation's proposal.

9) Vetted through the MOU with UUM and comments provided to President, Prof Ahmad Ismail on the same day . Task completed on 15th Oct 19 .

10) Coordinated and arrangement made for an invoice to be sent to Petronas Dagangan on 17th Oct 19 . This is meant for EE Programme i.e Water for Life (Kampung Pangsun, Hulu Langat) .

Another arrangement made on 22nd Oct 19 for an invoice to be issued and sent to a donor as requested by M&P Unit. Their PO was also signed and sent 23rd Oct 19 as requested.

11) Arrangement made 21st Oct 19 for the signed contract to be sent to Birdlife Japan. This is for conservation project with RICOH as the donor .

12) As requested by Raffi Ismail from M& P Unit, supporting documents sent to a donor on 23rd Oct . This is to facilitate payment to MNS .

Another request came from him and assistance provided on 25th Oct 19 by preparing detailed breakdown of budget for submission of proposal to a donor .

13) Contact made and relevant documents forwarded to Mr Ngian Siew Siong (BOT member) on 24th Oct as his assistance is required to collect outstanding debt from a donor.

14) Facilitated request from Zaid Hamzah, EE Manager and arrangement made for an invoice to be sent to a donor on 31st Oct 19.

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 Sept 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) Arrangement made on 1st Oct 19 to fix the photocopier. Only scanning can be done but no printing or photocopying due to faulty parts of the machine. Machine was fully operational after a few days.

Another arrangement made on 21st Oct to replace the roller of the photocopier due to wear and tear and the auto feeder that was meant for scanning was also replaced due to heavy usage . Machine was fixed on 24th Oct 19 and HQ staff reminded to be more 'gentle' when using the machine.

- 2) Facilitated request from Flora Group for the usage of auditorium on 7th Oct 19.
- 3) Facilitated request from President and Purchase Order submitted to TH Hotel & Convention Centre on 21st Oct 19 for the Ulu Muda Seminar.
- 4) Email sent to Management Team on 22nd Oct 19 as volunteers required for Ecotrail Run at Putrajaya . Event held on 26th Oct 19.
- 5) Invitation letter prepared and sent out to Yang Dipertua Majlis Perbandaran Pasir Gudang on 30th Oct 19 inviting him to be the VVIP for *Sentuhan Alam* Programme . This is an event organized as part of Sg Latoh Programme. Invitation letter were also sent to District Officer Johor Baharu and the Forestry Officer Johor Selatan on the same date.

E) Miscellaneous

- 1) Email invitation from Monash University forwarded to management team on 1st Oct 19 for MNS to attend their inaugural Sustainability Day on 29th Oct 19.
- 2) Email invitation from UTM forwarded to President, Prof Ahmad Ismail on 3rd Oct 19 as they would like MNS to participate in their market study . Note: UTM in the process of rebranding their Bachelor of Marine Technology (AS254) towards the sustainability of marine resources. In line with the goal of "Sustainable Development Goals 14 - Life Below Water" to manage and protect the marine and coastal ecosystems from pollution (SDG-14), UTM will introduce the new name as "Bachelor of Science (Honours) in Marine Technology (Marine Resources Sustainability)"

Another 2 different invitations from JAS forwarded to him on 9th Oct 19 as MNS was invited to attend their Hari Alam Sekitar Negara 2019 and their Enviro Race. Forestry Department of Peninsular Malaysia invitation was also forwarded to President on the same day as they would like MNS to participate in their biodiversity scientific expedition at Perlis State Park.

- 3) Facilitated the request from Vincent Chow on 3rd Oct 19 as he would like some dates to be proposed for the 2D Photography Workshop. Request communicated to Balu Perumal and his team accordingly.
- 4) Email invitation from KATS forwarded to Tan Choon Eng on 7th Oct 19 as he was invited to attend their “Mesyuarat Majlis Penasihat Taman Negara” .
- 5) Invitation from JPS forwarded to Abbott Chong, Chair of Johor Branch on 10th Oct 19 as they would like MNS to participate in their discussion on Management Plan for IRBM , Sg Batu Pahat , Johor.

Another invitation from them forwarded to Wong Chee Ho, Chair of Terengganu Branch on 24th Oct 19 for MNS to participate in their discussion on IRMB for Sg Marang, Terengganu . On a separate note , respond letter from Terengganu State Park Management Council forwarded to him on 30th Oct 19 as Terengganu Branch has been given the approval to conduct their Helmeted Hornbill survey at Tasik Kenyir.

Prior to this, another email sent to Wong Chee Ho from Marine Club UMT on 8th Oct 19 as they would like MNS to participate in their Programme “ Ocean Hope Forum 2019 : Empowering Youth for Environmental Sustainability (SDG 14) “

- 6) Email invitation from UKM student forwarded to Jehan Bakar, Chair of Pahang Branch on 10th Oct 19 as he would like to find a suitable location for his case study on *Isu Pencemaran Kepada Kesihatan Awam* .
- 7) Invitation from TUV Rheinland Malaysia Sdn Bhd forwarded to Anna Wong, Chair of Sabah Branch on 14th Oct 19 as they would like to invite MNS to participate in their Stakeholder Consultation Meeting with regards to MSPO Stage 2 Certification audit of N.Y. Hiew (Holdings) Sdn Bhd.
- 8) Coordinated the request from Community College Tanjung Karang on 16th Oct 19 as they wanted to invite MNS to officiate their volunteerism programme “ They Are Back to Us” . Pasupathy Jayaraj, Chair of Selangor Branch has agreed to represent MNS for that programme.
- 9) Respond letter from Forestry Melaka sent to Lim Ming Hui from Negeri Sembilan/Melaka Branch on 16th Oct 19. This is a respond letter regarding the branch request to organise Tanjung Tuan Adventure Trail on 23rd Nov 19.
- 10) Invitation from Forestry Department Negeri Sembilan forwarded to Vuthy Taing, Chair of Negeri Sembilan/Melaka Branch on 17th Oct 19 as they would like MNS to set up an exhibition in conjunction with their roadshow on Central Forest Spine (CFS) .

- 11) Email invitation from WWF Hong Kong forwarded to Tan Choon Eng, Chair of BCC on 18th Oct 19 as they would like MNS to participate in their Hong Kong Big Bird Race 2020

- 12) Request from Fresh Brew RTM forwarded to President, Prof Ahmad Ismail on 24th Oct 19 as they would like MNS to participate in their talk show broadcast on the topic “ My Earth, My Responsibility “

- 13) Email invitation from Kedah State forwarded to Kol/ Husamuddin on 30th Oct 19 as they would like MNS to be a speaker for their Kedah “Go Green Carnival”. Topic was on effects of pollution on ecology and marine life.

The End