

Services Updates – September 2019

A) Human Resources

1) Current Workforce

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

2) Staff Movement

Encik Muhammad Ruzaini bin Khosim joined the workforce as the Programme Officer, Environmental Education Division effective 1st September 2019.

3) Misc.

a) Approval sought from Ms Laura Formoy, Head of HR, BL on 6th Sept 2019 for Dr Hum Gurung's renewal of work permit. Greenlight received on 9th Sept 2019.

Note : Dr Hum Gurung work permit renewal has finally been approved by Expatriate Service Division (ESD) on 10th Oct 19. This is after the 3rd attempt

b) Facilitated request for insurance coverage from NEC team for their night walk on 7th Sept 19. Another request came for their Rainforest Discovery programme to be held on 28th Sept 2019.

c) Another request came from Sonny Wong for his Abu Dhabi trip in Oct 2019 (IUCN Fireflies Specialist Group)

B) Financial Management of Projects

1) Assistance provided to EE Manager, Ida Ezanie on Sunday, 1st Sept 2019 as she requires the header of latest MNS Bank Statement as supporting document for submission of proposal. Deadline was on the same day.

2) Assistance provided and inputs given for RICOH Malaysia Funding Agreement on 3rd Sept 2019. This is meant for conservation project for the duration of June 2019 – July 2020 for JPY 1.6 million

3) Support provided to Balu Perumal, Head of Conservation on 4th Sept 19 with cross checking the figures of payment received vs contractual amount for Man & Nature project. Project duration from May 16 to Aug 19.

Another request attended to on 24th Sept 19 and feedback given for the Halcyon Project Funding Agreement. Contact made with BL Asia (Singapore office) to sort out the agreement and negotiate on financial term. Mission accomplished as full payment received in Oct 2019.

4) Assistance provided to M&P Unit Manager on 3rd Sept 19 by following up on outstanding payment from Discovery Overland Holidays Sdn Bhd. Invoice dated 18th March 2019. Task accomplished after 15 days as payment received on 18th Sept 2019.

5) EU project – further query /final request for budget verification for 1 expenditure was sent by BL International on 18th Sept 19. This is for expenditure related to articles on EU projects featured in MNs. Relevant supporting documents re-submitted i.e. MNS financial procedures and the list of approved vendors . All supporting receipts were rearranged according to volumes for easy reference and a link to this was created and sent on the same day.

6) Invoices for Dr Hum Gurung's advance salary request for next quarter, desk cost for 2 quarters and associated cost were also sent on 18th Sept 19. This arrangement was made to avoid delayed payments as April Bagwill, the financial coordinator will be leaving BL at the end of September 2019. Note – Task completed as payment received on 1st week of October 2019.

7) Payment for invoices , advances request and submission of claims from staff & RAs processed for the month of Aug and up to date for Sept (as of 18th Sept) and tracked via a tracking sheet. The RumahApi Report was also shared with management team on the same date. This is acting as “ an alert tool” so that management team is informed regarding the cash flow situation before the actual monthly account is out. This way, it will be a shared responsibility and foster better teamwork to ensure trade receivables will be collected in timely manner.

Following up from the above and as requested by the ED, an excel spreadsheet was presented and shared during management meeting on 19th Sept 19 whereby the team is made aware of the difference/short fall that they need find to ensure they achieve the targeted income as per budget submitted. This is inclusive of the deficit of last FY as well.

Summary also prepared for all the relevant excel documents and combined as 1 document for easy access by management team and this document will be updated in due course.

8) Facilitated request from Yazid Deraman, Ecocare Manager on 30th Sept as relevant supporting documents required for his proposal submission to CIMB Foundation . Another request attended to from Eda Izanie, EE Manager as she required different supporting documents to be submitted to the same potential donor.

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 August 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 3rd Sept 2019 for the purchase of 3 new laptops meant for staff as requested by the ED . Laptops purchased to replace HOD Conservation's old machine, another one to replace Sashikala's laptop and for the staff assigned to Ulu Muda project .

- 2) Facilitated request on 4th Sept 19 from conservation team and anti virus purchased for their laptops. Anti virus meant for Sonny Wong, Lee Ee Ling & Ng Wai Pak .
- 3) Facilitated request from Flora Group as they would like to use the auditorium for their talk on Sunday, 29th Sept 2019.

E) Miscellaneous

- 1) Facilitated request from Assistant Producer of 8TV live show “Living Delight” on 10 Sept 19 as they would like a Mandarin speaker from MNS to share some professional information regarding reservation or rehabilitation programme on Malaysia rare species, especially Hornbill, Orang Utan and topical rain forest species with their hosts and audience. Since Yeap Chin Aik & Woo Chee Yoong were occupied with HVP Programme, VP Vincent Chow was approached. Unfortunately, he has another meeting to attend on that selected date.

Since it is a good opportunity to show case MNS, negotiation made with the Assistant producer so that Lee Ee Ling can talk about the EU Project . After all the arrangement made, MNS was informed that they decided to change the topic at the very last minute. However, they would still like to contact us again in future.

- 2) Took over the task of supplying a quotation (for 50 and 100 hardcopies) to UMT from Donovan Louis on 17th Sept 2019. This is because information received was not complete and hence the request could not be properly managed . Since I was in Kertih for AGM, managed to get the relevant lecturer’s details via my contact. After all, there was an invoice already issued out for the papers published and this matter involving different units in UMT, hence it is better for only 1 person from MNS to deal with this .
Note – task completed as payment for papers published received in Oct 19 and UMT has given a written confirmation that they will be purchasing 100 copies of Pulau Sibul volume.
- 3) Attended AGM at Kertih from 13th to 14th Sept 2019 and assistance provided with registration. As requested by President, support provided by taking notes during AGM . Notes shared with Honorary Secretary on 17th Sept 2019.
- 4) Email invitation from USM on “ 2nd Malay Archipelago Archaeology” forwarded to Tan Choo Eng, Chair of Penang Branch on 20th Sept 19 as they would like MNS to participate in the conference.
- 5) Jabatan Perancangan Bandar & Desa invitation forwarded to Pasupathy Jayaraj on 23rd Sept 19 as MNS has been invited to join the Focus Group Discussion (FGD) on Geopark Gombak-Hulu Langat, Selangor

The End