

Services Updates - April 2021

A) Human Resources

1) Current Workforce

As of 30th April 2021, current workforce is **35 pax**

2) Misc.

a) A total of 11 “*Surat Pelepasan Majikan*” prepared for staff to travel interstate to conduct their field trip for the month of April 21 .

b) Facilitated request for insurance coverage for Pulau Ketam Volunteering programme on 22nd April 21. Another arrangement made for Conservation team on 23rd Apr 21 for their tree planting activity .

d) Email sent to Expatriate Service Division (ESD) on 20th April & another follow up email on 27th April for renewal of Dr Hum Gurung’s employment pass . It has become quite a challenge to get this completed due to CMCO and MCO .

B) Financial Management of Projects

1) Assistance provided to Conservation team on 5th April 2021 and the UNDP vendor form filled up and sent off to PERHILITAN. This is meant for project CBO – Non Timber Forest Product (Tualang Honey) at Kampung Chuweh, Temenggor Forest Reserve.

2) Arrangement made for 2nd quarter invoice to be sent to Birdlife International on 8th Apr 21. This is to cover for Dr Hum Gurung’s expenses from April to June 21. Note – payment received on 10th May 21

3) Together with Balu Perumal and Lee Ee Ling, attended the partners monthly meeting for EU project on 19th Apr 21.

4) Coordinated the request from Birdlife International for Quality Assurance System (QAS) and email sent out to management team on 16th Apr 21 . QAS consist of 96 questions and task completed by the team as per deadline of 30th Apr 21.

5) Assistance provided and relevant supporting documents submitted to Forestry Department , Peninsular Malaysia on 26th Apr 21. This is meant for EE’s project on “ Penanaman Pokok Bakau dan Spesies-spesies yang sesuai di Persisiran Pantai Negara bagi tahun 2021”

6) Working together with Wan Rodhiah, 1st batch of queries (consisting of 14 questions) regarding EU Financial Report for 2020 answered on 30th Apr 21 as Birdlife is preparing for their audit .

C) Others Misc. Duties/Tasks

- 1) Relevant slides of ED's ppt on financial data updated on 22nd April 21. This is meant for April EXCO Meeting .
- 2) Facilitated the request from Lee Su Win and relevant colleagues notified on 23rd April 21 as photos required to be submitted as well . This is meant for 80th Anniversary Book .

D) Finance

- 1) Payment Voucher and Official Receipt generated for the month of April 2021.
- 2) Vendors' invoices updated in the accounting systems for the month of April 2021.
- 3) Facilitated and arrangement made for cheques to be signed and banked in.
- 4) Posting Point of Sales (POS) for membership, KSNP and Shop MNS's sales into the accounting system for April 2021.
- 5) Completed the bank reconciliation exercise for CIMB and MBB bank respectively.
- 6) Assistance provided to relevant staff when it comes to payment received for sales, POS System and request for general ledger for their division/unit/centre.
- 7) Process payroll for monthly salary. Online submission for all statutory deduction i.e. EFP, SCOSO and Employment Insurance Scheme (EIS) for the month of April 2021
- 8) Completed the Management account and Treasurer Report for April 2021.

E) Misc.

- 1) Email invitation from JAS forwarded to Jehan Bakar, Chair of Pahang branch on 5th Apr 21 as MNS is invited to participate in stakeholder consultation organized by BSI Services Malaysia Sdn Bhd on RSPO Principle & Criteria Recertification Assessment of Sime Darby Plantation Berhad – SOU 10 Bukit Puteri POM & Supply Base at Raub, Pahang .
- 2) Another invitation from the same organizer forwarded to Wong Chee Ho, Chair of Terengganu branch on 13th April 21 as they would like MNS to participate in their stakeholder consultation Recertification Assessment of SOU 12 Jabor POM and Supply Base., Kemaman, Terengganu.
- 3) Email request from UPM student forwarded to Tan Choo Eng, Chair of BCC on 13th April 21 as the student would like to interview BCC member as the student actively involved in the production of avian vaccines in the laboratory and the production of a virus detection diagnostic kit that focuses on viruses. Interview meant to have better knowledge on wild bird conservation in Malaysia, the prevalence of wild bird diseases, and wild bird species in Malaysia.
- 4) Invitation from JAS Sabah forwarded to Anna Wong, Chair of Sabah Branch on 16th April 21 as MNS is invited to attend their TORAC meeting on "Cadangan Projek Pembangunan Resort di Pulau Rusukan Besar, Labuan.

5) Invitation from Asia Europe Institute forwarded to EXCO members on 16th Apr 21 as MNS is invited to attend their virtual Public Lecture Series entitled “ The Nordic Model – Swedish and Norwegian Perspectives “

6) Invitation from JAS forwarded to Vuthy Taing on 16th April as MNS is invited to provide comments to their TORAC meeting on *“Proposed Reclamation, Topside, Port Facilities, marine & Cruise terminal Development of Melaka Gateway at Melaka Tengah “*

7) Invitation from JAS forwarded to Kol Husamuddin, Chair of Kedah Branch on 22nd April 21 as MNS is invited to provide comments for their EIA TRC meeting on *“ EIA for the Proposed Green Technology Paper Plant Development, Pekan Bukit Selambau, Kuala Muda, Kedah “*

8) Email forwarded to Leow Kon Fah, Chair of Perak Branch on 30th Apr 21 as JAS would like MNS to attend their TORAC meeting on *“Proposed Development of Sustainable Facility and Eco-park Centre at Larut Matang, Perak “* .

The End