

Services Updates August 2020

A) Human Resources

1) Current Workforce

As of 31st August 2020, current workforce is **35 pax**.

2) Misc.

a) Due to spike of new COVID-19 cases in Kedah, an email and whatapps message was sent by HR on 3rd Aug 2020 for all to be extra vigilant and to practice self quarantine for 4 days if they just came back from Kedah or been in contact with people from Kedah . During this time, they were required to Work From Home (WFH). Detailed arrangement to be sorted out between that individual staff and his/her supervisor

b) An email announcement was sent by HR on 3rd Aug 2020 regarding staff movement within Services Unit . Effective, 3rd Aug 2020, the portfolios of these 2 staff have changed.

i) Lim Lay Ean is now holding a portfolio that is known as **Accounting & Administration Manager**

ii) Zaini Bahari is now holding a portfolio that is known as **Services Support (Dispatch & Building Supervisor) .**

c) Orientation conducted for interns from Universiti Malaysia Terengganu (UMT) on 4th Aug 2020.

d) SOCSO Subsidy - Updated staff listing submitted via their portal on 4th Aug 2020 as one staff i.e. cleaner at Ecocare has left the Society at the end of July 2020 . Note – it is one of the requirements from SOCSO that they should be notified when there are changes to the staff listing receiving this subsidy.

e) Processing internships requests from students from various universities i.e. UKM, Sunway University, Universiti Tunku Abdul Rahman (UTAR) Kampar Campus and UMK . These are meant for intake for October , December & January 2021.

B) Financial Management of Projects

1) Rumahapi Report for July shared with management team on 6th August 2020.

2) Working with Honorary Treasurer , the paper on write off of bad debt submitted for Council approval on 10th Aug 2020. Another paper prepared for possibility of engaging with a new auditor and submitted to Honorary Treasurer on the same day.

3) Assistance provided to M&P Manager on 11th Aug 20 and relevant supporting document submitted to a funder in Singapore.

4) Month of August is also occupied with revising the financial report and responding to queries from ACB . The final financial report sent on 21st Aug 2020 and finally accepted by ACB .

5) Assistance provided to Yeap Chin Aik as financial report and all relevant supporting documents must be scanned and submitted to BURSA Malaysia . This is for the duration from Jan – June 2020. Special thank you to 3 conservation interns for support given as we had to re-arrange all the receipts based on the donor's request and we only have 1 day to ensure 6 months worth of receipts are re-arranged and the link to these folders shared with the donor on the same day i.e. 24th Aug 2020 . Note – financial format was not given earlier by the donor.

6) Assistance provided to Woo Chee Yoong, RA from Conservation team on 24th Aug 2020 with relevant supporting documents and providing answers to financial queries. This is meant for his proposal submission

7) Had a skype session with Anuj Jain from BL Singapore Office on 25th Aug 2020 to sort out queries regarding budget prepared by him. This is meant for Yeap's work on helmeted hornbill. Revised budget submitted on 26th Aug 2020.

8) The month of August was busy with the EU project re-allocation exercise with the project manager i.e. Balu Perumal, responding to various queries from BL, preparing cashflow forecast and revised the workplan with the rest of the team. Participated in meeting with BL for EU project on 25th Aug 2020.

9) Assistance provided to EE Manager for her proposal submission to Selangor State Government . Comments provided on 27th Aug 2020 and justification letter for the 12% prepared as requested by the donor.

C) Others Misc. Duties/Tasks

1) Arrangement made for the voice plan for TM line for BOH Centre to be cancelled due to lack of usage and as cost cutting measure as well . All relevant supporting documents submitted to TM as requested . This is including revised letters and additional documents . Task completed by mid August 2020

2) Assistance provided for preparation of AGM i.e. revising the agenda on 24th Aug and another revision done on 28th Aug 2020.

3) Assistance provided to MNSSHOP and follow up done to collect payment from MNS member . Phone call made on 28th Aug and payment received on same day .

D) Finance

1) Payment Voucher and Official Receipt generated for the month of Aug 2020.

2) Vendors' invoices updated in the accounting systems for the month of Aug 2020.

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 Aug 2020.

5) Completed the bank reconciliation exercise for CIMB and MBB bank respectively.

6) Facilitated with auditors for all the queries raised by the auditor, arrange and follow up with the auditor's to finalise the audited account.

7) 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.

8) Process payroll for monthly salary. Online submission for all statutory deduction i.e. EFP, SCOSO and Employment Insurance Scheme (EIS) for the month of Aug 2020.

9) Completed the Management account and Treasurer Report for Aug 20.

10) Followed up and arranged for the council minutes to be signed. Arranged and finalised the change of signatories for CIMB bank and MBB bank. Still working on AmBank and UOB bank .

E) General Administration

1) Replenished the water bottles and new order made for the water dispenser.

2) Replenished the office amenities.

F) Misc.

- 1) Acted as liaison person and connect the President to a reporter from Star Metro on 3rd Aug 2020 as the journalist would like to have MNS comments regarding flash floods and their causes.
- 2) Invitation from JAS provided to Jehan Bakar, Chair of Pahang Branch on 7th Aug 2020 as feedback is required for the TOR for the expansion of existing pulp & paper mill at Mentakab.
- 3) Acted as liaison person and connect the VP Vincent to a content researcher with RTM on 11th Aug 2020 . She is working on a 13th episode of a Travelogue program called XPLORA that will be aired on RTM in 2021. Note - Xplora is a 30 minutes Malay Programme featuring 13 conservation efforts around Malaysia that covers Animals and Nature. They would like to feature Malaysia Nature Society in one of the episode in Xplora.
- 4) Email invitation from BSI Services Malaysia forwarded to Abbot Chong, Chair of Johor Branch on 10th Aug 20 as they would MNS to participate in their stakeholder meeting on RSPO Principle & Criteria 2018 (MYNI 2019) at Sime Darby-Chaah Palm Oil Mill and Supply Bases.

Another invitation forwarded to him on same day from JAS as MNS feedback is sought for the Terms of Reference Adequacy Check (TORAC) for TOR meant for RTS Link between Johor Bahru and Singapore.

Third invitation forwarded to him on 18th Aug 2020 from Iskandar Regional Development Authority (IRDA) as MNS is invited to participate in their coordination workshop on river enhancement for river basin at Iskandar Malaysia.

5) Invitation from JPS Kelantan forwarded to Nazahatul Anis Amaludin, Chair of Kelantan Branch on 12th Aug 2020 to attend their Integrated Shoreline Management Plan – ISMP at Kota Bahru

6) Email invitation from SIRIM QAS International Sdn. Bhd forwarded to Anna Wong, Chair of Sabah Branch on 14th Aug 2020 as they would like MNS to participate in their stakeholder meeting on the RSPO & MSPO Recertification of Sime Darby Plantation Berhad - Strategic Operating Unit (SOU) 29 - Giram

Another four different invitations from SCS Global Services forwarded to her on 27th Aug 2020 as MNS was invited to provide stakeholders inputs for FSC recertification evaluation of the Sabah Forestry Department - Pin Supu Forest Reserve, Gunung Rara Forest Reserve, Nuluhon Trus Madi FMU 10 and Timimbang-Botitian Forest Reserve.

7) Invitation from CSK Murni forwarded to Wong Chee Ho, Chair of Terengganu Branch on 18th Aug 2020 as MNS is invited to attend their meeting on Term of Reference Adequacy Check (TORAC) untuk *Projek Penanaman Kelapa Sawit dan Ternakan Lembu di Mukim Merchang Daerah Marang, Terengganu.*

8) Invitation from Department of Town & Planning Malaysia forwarded to Vuthy Taing, Chair of Negeri Sembilan/Melaka Branch on 21st Aug 2020 as they would like MN to attend their Technical Working Group (TWG) meant for Jelebu District - Local Plan Study.

9) Invitation from SIRIM QAS International Sdn Bhd forwarded to Leow Kon Fah, Chair of Perak Branch on 24th Aug as MNS was invited to provide feedback on Surveillance Audit of Perak FMU for Forest Management Certification.

10) Email invitation from Youth Care Malaysia (YCM) forwarded to Jehan Bakar, Chair of Pahang Branch on 27th Aug 2020 as they would like MNS to be a collaborator for their Malaysia Beach Clean Up day 2020.

The End