

Services Updates December 2020

A) Human Resources

1) Current Workforce

As of 31st December 2020, current workforce is **34 pax**.

2) Misc.

a) Appointment at Expatriate Service Division (ESD), Immigration Department on 17th Dec 20 for submission of original documents. This is meant for renewal of the employment pass for Dr Hum Gurung, the regional project manager and his dependent pass. Facing some challenges due to changes of workflow & processes as a result of current pandemic. Having said that, challenges are manageable. Note - their hotline number is also temporary closed & any queries can only be submitted online.

b) Due to CMCO, extension of "*Surat Pelepasan Majikan*" prepared for HQ staff so that they can still travel and work from office when required. A total of 18 extension letter prepared inclusive of approval letter to conduct field trip.

c) As part mitigation Plan for the Society & following up from decision made by the ED, a reminder email sent out to all staff by HR on 7th Dec 20 regarding 2020 annual leave (AL) entitlement. Basically, leave entitlement slashed to half. All been informed that no AL can be carried forward to next year. Note – HR would like to put on record that, due to various work commitment and tight deadlines, some staff sacrificed their AL entitlement willingly.

d) HR sent out snippets of relevant information from Pelan Jana Semula Ekonomi Negara or PENJANA to all staff on 14th Dec as there are opportunities for personal tax rebate and funding opportunities especially for those working with communities. Note – need to explore & be extra creative as this is not "low hanging fruit"

Following up from last management meeting, information on suitable insurance packages sent to all staff on 22nd Dec 20. This is meant for those who have small children, aging parents or for those looking to have additional insurance coverage. All these to be borne by staff themselves.

e) Coordinated the request from Technical Specialist Manager and arrangement made on 17th Dec for all our Hornbill Guardians to have an account with Maybank.

f) Coordinate insurance request from NEC team as they organised a night walk at UCF on 19th Dec 20.

B) Financial Management of Projects

1) Follow-up done with Conservation, Food & Health (CFH) Foundation on 1st Dec 20 inquiring about status of payment to MNS.

2) Assistance provided to Conservation team on 1st Dec 20 and facilitated the request for MOU to be signed with Perak Branch i.e. Tan Kean Cheong Bird Conservation Memorial Fund (TKCBF). This is meant for waterbird census 2021. Initial payment of RM 5,000 received on 7th Dec 21.

3) Assistance provided to M&P Manager and arrangement made for relevant supporting document and the invoice for initial payment to be sent to TNB on 4th Dec 2020 . This is meant for the tree planting project at Jimah power plant . Note – although e-copies already given, they still need original invoice for processing .

Relevant supporting documents provided for online vendor requisition on 7th Dec 21. This is meant for Kiehl's World Made Better Campaign , a project under M&P Unit

4) Coordinated the request from Editor, MN and working together with Ecocare team ensure the relevant amendments made to CIMB Bonus point poster on 11th Dec 20 . This is meant for Dec MN and donation received will be channelled to Ecocare project.

5) Assistance provided to M&P Manager to vet thru MOU with Perhilitan and feedback given on 15th Dec 20.

6) Attended the monthly EU project partners meeting with the rest of the EU project team on 17th Dec 2020 after the appointment at ESD, Surian Tower, Kota Damansara.

7) Purchase order issued out to Chong Wang Trading, Kahang Johor on 17th Dec 20 . This is meant for an order of 95 set of groceries meant for Kampung Orang Asli , Peta. This is part of COVID-19 Aid from Malaysian Care as the funds was channelled via us.

8) Purchase Order issued out to KW Teknologi Sdn Bhd on 21st Dec 20 for purchasing of computer equipment. These are meant for Kampung Peta as part of deliverables under the Shell project.

9) Together with ED and M&P Manager, attended the Nestle project meeting on 18th Dec 2020

10) SOS sent to UKM on 23rd Dec 20 as their assistance & goodwill sought so that payment from FGV for the Sunbear project can be channelled to MNS as soon as possible . Note – payment received on 8th January 2021.

11) Assistance provided to Conservation team on 24th Dec 20 and relevant supporting documents and information provided for their submission of proposal to a potential funder.

12) Follow-up done with TNB on 28th Dec 20 inquiring about status of payment to MNS . This is meant for M&P project on tree planting at Jimah power plant , Port Dickson . Subsequent coordination made as TNB would like to have a small cheque presentation session for this . Note - Cheque received on 12th Jan 2021.

13) Coordinated the request and the invoice meant for sponsorship of Dec MN sent Kam Cheong Plantations Sdn Bhd on 28th Dec 20.

C) Publications

1) Coordinated the request & SOPs for MN & MNJ sent to Honorary Treasurer on 7th Dec 20

2) Request received from Malaysian Cave and Karst Conservancy (MCKC) as they are exploring possibility of MNS publishing their papers in our MNJ. Based on the quotation submitted, MCKC requested for a reduced cost. After internal discussion with ED and Head of Publication Committee, MCKC was informed on 14th Dec 20 that MNS is not able to provide them with a special rate as any papers submitted will still be required to go through our internal processes & procedures.

3) Following up from approval given by the ED, purchase order issued out to Yogant Enterprise on 28th Dec 20 for the printing of Dec MNJ .

4) Together with the ED, attended a meeting with a MN member on 29th Dec 20 as this member would like to publish a coffee table book in the loving memory of his late wife. Publications cost will be borne by her family.

D) Others Misc. Duties/Tasks

1) Attended the Finance Committee Meeting on 8th December 2020

2) Following up from discussion with the ED, an email reminder sent out to management team on 14th Dec 20 as there is a need to include budget allocation/request in our 2021 planner . All were also informed that posters for their programmes/activities /events must also be prepared at the same time. Latest collated documents sent to management team on 22nd Dec 20 .

3) On behalf of MNS Shop, received 100 boxes of kingfisher series mugs from Tradewind Plantation Sdn Bhd on 17th Dec 20.

Another shipment received for shop i.e. donation of 750 copies of Butterflies book (5th edition) from Dato' Henry Barlow on 29th Dec 20

4) Arrangement made on 17th Dec 20 for our membership fee to be paid to Birdlife International .

E) Finance

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

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

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 December 2020.

8) Completed the Management account and Treasurer Report for December 2020

F) Misc.

1) An email from SMK Taman Tasik forwarded to Pasupathy Jayaraj , Chair of Selangor Branch on 6th Dec as the school requesting for a speaker for their talk on plastic pollution . Same email also forwarded to Wong Ee Lyn (Green Living team) .

2) Invitation from JAS forwarded to Nazahatul Anis, Chair of Kelantan Branch on 8th Dec 20 as MNS was requested to attend their Term of Reference Adequacy Check (TORAC) meeting on "Proposed Project of Manganese Ore Mining Operations, Chiuku, Gua Musang , Kelantan.

The meeting minutes from JAS on TORAC on Proposed Gold Mining at Forest Reserve Sokor Taku, Jajahan Tanah Merah shared with Nazahatul Anis on 28th Dec 20.

3) Invitation from JAS forwarded to Wong Chee Ho, Chair of Terengganu Branch On 10th Dec 20 as MNS was invited to provide written feedback on TOR on *"Projek Membina & Menyiapkan Kerja-Kerja Pengukuhan Tebing, Tambatan Rumah Bot, Geria dan Surau serta Kemudahan Berkaitan di Pengkalan Utama, Tasik Kenyir, Terengganu "*

4) Invitation from JAS forwarded to Jehan Bakar, Chair of Pahang Branch on 15th Dec 20 as they would like MNS to provide written comments on their EIA TRC for the "Proposed Logging Activity in Bukit Ibam Forest Reserve, Kuala Keratong, Rompin, Pahang"

5) Meeting minutes on Kuching Urbang Transportation System (KUTS) shared with Rose Au, Chair of Kuching Branch on 17th Dec 20.

6) Invitation from Majlis Bandaraya Iskandar Putri forwarded to Abbot Chong, Chair of Johor Branch on 18th Dec 20 as they would like to have MNS feedback for their *" Draft Rancangan Tempatan Daerah Johor Bahru dan Kulai 2025 (Pengubahan 3)"*

The End