

## **Services Updates - February 2021**

### **A) Human Resources**

#### **1) Current Workforce**

As of 28<sup>th</sup> February 2021, current workforce is **35 pax**

#### **2) Misc.**

a) Due to CMO, extension of “*Surat Pelepasan Majikan*” prepared for HQ staff so that they can still travel and work from office as and when required. A total of 19 extension letter prepared and 7 approval letters issued out for staff to conduct field trip. When KL & Selangor states changed to CMCO stage, 19 extension letter prepared and 9 approval letters issued out for staff to conduct field trip. Hence, in the month of Feb 21, 36 extension letters prepared and 16 inter-state approval letters issued out.

b) Coordinated and acted as the liaison person for staff training on Essentials for Project Set-Up and Grant Prep (Get Grant Ready) held on 25<sup>th</sup> Feb at 4 pm. A total of 15 staff participated in the free training. Special thank you to Balu Perumal as the trainer is his contact via LinkedIn.

c) Facilitated requests from 2 interns from International Islamic University Malaysia (IIUM) and they are based in HQ under the supervision of EE Manager, Eda Izanie. Their internship period is from 8<sup>th</sup> Feb – 23<sup>rd</sup> July 2021

### **B) Financial Management of Projects**

1) Assistance provided to ED and relevant supporting documents on 2<sup>nd</sup> Feb 21 for vendor registration with Nestle. Draft MOU and budget for the project submitted to Nestle on 16<sup>th</sup> Feb 21.

2) Follow-up done with GEC via my counterpart on 9<sup>th</sup> Feb 21 regarding the status of appeal i.e. requesting for reduction of field house rental in Gua Musang

3) Month of February was also occupied with EU financial reporting for Year 2020.

4) Assistance provided to Conservation team on 13<sup>th</sup> Feb 21. Contract from Avifauna vetted through and arrangement made for ED's signature. This is meant for HH work at Ulu Muda.

5) Assistance provided to M&P Manager and queries from Steppe Structure Sdn Bhd looked into on 22<sup>nd</sup> Feb 21 as he was out in the field at that time. Note - tasks accomplished as funds of RM 30k received in Feb 21.

6) Assistance provided to Conservation team and MNS was registered with Global Forest Watch (GFW) on 26<sup>th</sup> Feb 21. This is meant for proposal submission.

### **C) Publications**

1) Assistance provided and acted as the liaison person for the Stella Rajendran's book. Arrangement made and sent the relevant documents to National Library for the application of the ISBN number. An account with Depositori Perpustakaan Negara Malaysia was also created in Feb 21 as another option to submit all the relevant documents required online. Note – creating an

account took a bit of time as there is a need to wait for application to be approved . Once the registration process has been completed and all documents are in order, the application for ISBN is quite smooth via this portal. Highly recommended to submit future applications via this portal. Note – application was successful and ISBN number received on 11<sup>th</sup> Feb 21.

There are also other admin tasks sorted out for this book .

#### **D) Others Misc. Duties/Tasks**

- 1) As requested by the ED, assistance provided and drafted EXCO Minutes for Jan 21 . Draft minutes sent to President on 2<sup>nd</sup> Feb 21.
- 2) Assistance provided and ED's ppt prepared for Feb EXCO meeting on 25<sup>th</sup> Feb 21
- 3) Acted as the liaison person, query & arrangement made to sent out 7 tax exemption receipts to Manulife as their staff donated to our Tiger Conservation Fund under their Manulife Act of Kindness campaign . Easy admin task but took longer time as their staff are located at different regions throughout Malaysia.
- 4) Feedback gave to Shop Manager on 2<sup>nd</sup> Feb 21 regarding charges of non moving stocks at MNS Shop and the relevant clause will be added in the future consignment agreement with suppliers.
- 5) Coordinated the request from a production company on 26<sup>th</sup> Feb 21 as they would like to feature MNS in one of their episodes for a TV program known as "Hero Environmental"
- 6) Assistance provided and accommodation booked with Ancasa Residences on 26<sup>th</sup> Feb 21 meant for Raptor Counters.

#### **E) Finance**

- 1) Payment Voucher and Official Receipt generated for the month of February 2021.
- 2) Vendors' invoices updated in the accounting systems for the month of February 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 February 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 February 2021
- 8) Completed the Management account and Treasurer Report for February 2021.

## **F) Misc.**

- 1) Invitation from JAS forwarded to Wong Chee Ho, Chair of Terengganu Branch on 3rd Feb 21 as they would like MNS to provide feedback for the TOR on “ Proposed Iron Mining Operation at Kemaman, Terengganu”

Another invitation forwarded to him on 17<sup>th</sup> Feb on “Proposed expansion on Bitumen Refinery Plan at Kemaman”

3<sup>rd</sup> invitation sent to him on 20<sup>th</sup> Feb 21 for TORAC on “Proposed Integrated Agro-Resort and Holiday Villas at Tanjung Ragut, Hulu Terengganu.

- 2) Query from MN article contributor forwarded to the MN Editor, Khor Hui Min on 4<sup>th</sup> Feb 21 as he wanted to know regarding the status of his article submission on “ frogs as indicator for healthy ecosystem” and “nocturnal birds – Malaysian owls, nightjars & frogmouth” . Note – according to our MN editor, the articles submitted are more general overview of those subjects matter and the current content are more suitable for a textbook not for MN magazine. The contributor might be asked to provide current in order to make his articles more relevant.
- 3) Email from a concerned citizen forwarded to Pasupathy Jayaraj, Chair of Selangor Branch on 5th Feb 21 regarding cell phone towers in KL/PJ i.e. safety level of radiation emitted from those towers.

Another email from the same person forwarded to Pasu on different subject matter i.e. river pollution at Sg. Keroh, Kepong Baru.

3<sup>rd</sup> invitation forwarded to Pasu on 15<sup>th</sup> Feb 21 as DBKL would like MNS to participate in their “*Sesi Maklumbalas Pihak Berkepentingan Focus Group Discussion (FGD)*” for their Preliminary Study of the Draft Kuala Lumpur Local Plan 2040 (PTKL 2020) to replace their Kuala Lumpur Local Plan 2020.

- 4) Letter received via [mns@mns.org.my](mailto:mns@mns.org.my) from Prof Sarath W Kotagama , Chairman of Birdlife Asia Council on Fraser’s Hill Bird Count 2021 . Email forwarded to Tan Choo Eng, Chair of BCC on 8<sup>th</sup> Feb 21. Letter sent to Nik Jassmin Hew, Chair of Persatuan Alam dan Warisan Bukit Fraser (PAWBF) as Prof Kotagama is pleased to have the collaboration with BL Partner in Malaysia and more specifically with Henry Goh, Vice Chair/Birdlife Asia Council.
- 5) Invitation from Academy of Science Malaysia (ASM) forwarded to Kol. Husamuddin, Chair of Kedah Branch on 11<sup>th</sup> Feb 21 as they would like MNS to participate in their Community-Led River Basin Management in Kedah webinar
- 6) JAS invitation sent to Abbot Chong, Chair of Johor Branch on 20th Feb 21 as they would like MNS to provide input on EIATRC Tapak Pelupusan Sisa Pepejal Sanitari, Mersing , Johor
- 7) Email invitation from SUARAM forwarded to President, Prof Ahmad Ismail and Jehan Bakar, Chair of Pahang Branch on 15<sup>th</sup> Feb 21 as they would like MNS to take part in their P&C discussion on Gibbon Conservation Society vs PERHILITAN. This is part of their efforts to seek support from relevant CSOs.

- 8) Email invitation from JAS forwarded to Jehan Bakar, chair of Pahang Branch on 17<sup>th</sup> Feb 21 as they would like our feedback on the EIA for a proposed gold mining operation at Raub, Pahang.

Another invitation forwarded to her on 20<sup>th</sup> Feb 21 for TORAC on Proposed Coconut Plantation, Pekan Pahang.

- 9) Email on Quarry Mines at Niah National Park Miri forwarded to Musa Musbah on 22<sup>nd</sup> Feb 21 as the concerned citizen would like MNS to part of the effort to urge government to stop the license of limestone quarry mining around the national park .

- 10) Invitation from International Prize for Biology - Biology of Human Evolution for 2021 forwarded to President, Prof Ahmad Ismail on 2<sup>nd</sup> Feb 21 as perhaps Council would like to take this opportunity and nominate suitable MNS member.

2<sup>nd</sup> invitation from GreeneiTy Action ( formerly knows as Green Team Action) forwarded to President on 22<sup>nd</sup> Feb 21 as they would like MNS to attend their panel session Thinker of the Week ( TOW) Week 4 Panel Series: The Concept of Law: Evaluating the Normativity of Paris Agreement 2015. *Note - GreeneiTy is an educational platform focusing on delivering deep insights on climate change and building up more environmentalists who are concerned about the threat and danger of global climate change.*

3<sup>rd</sup> invitation forwarded to him on 24<sup>th</sup> Feb 21 from United Nation of Association of Malaysia (UNAM ) Environmental taskforce as they would like MNS to participate in their roundtable discussion in conjunction with International Forests Day .

The End