

Services Updates - January 2021

A) Human Resources

1) Current Workforce

As of 31st January 2021 , current workforce is **35 pax**

2) Misc.

a) Mr Woo Chee Yoong joined the Conservation Division as the Wildlife Officer effective 1st January 2021 . He is previously one of the Research Assistants hired under EU Project . His is MNS focal person on otter project. His email address is wildlife@mns.org.my

b)) 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 20 extension letter prepared and 7 approval letter issued out to conduct field trip.

c) Email notification sent out to all staff by HR MNS on 7th Jan 21 as she was required to go through home quarantine for 14 days although her text result was negative as per MNS SOP on prevention of COVID -19 at workplace. Home quarantine required as she sent her neighbour to the hospital and the neighbour’s test result was positive .

d) Working with the Safety Manager, the SOP on employees returning to work after becoming COVID-19 patient reviewed and disseminated to all staff on 15th Jan 21.

e) An email reminder sent to all staff on 18th Jan 21 on a few office matters.

B) Financial Management of Projects

1) Assistance provided to Chen Foong Ling , EE staff on 7th Jan 21 and relevant supporting documents provided for her proposal submission to Yayasan Hasanah.

2) Attended the meeting organised by Nestle Malaysia on 13th Jan 21 on Stakeholder Engagement & Material Assessment .

3) Facilitated the request from Manulife team for their staff contribution under the campaign “Manulife Act of Kindness “ . Note – Total donation received was RM 1,140 and this is parked under Tiger Conservation Fund as discussion held with their Senior Manager , CSR Sustainability & Digital Marketing on 30th Nov 20 .

4) Arrangement made for the next quarter invoice to be sent to BL International on 7th Jan 21 for hosting Dr Hum Gurung in MNS . Payment received on 31st Jan 21

5) Assistance provide to Conservation team and agreement from Segre Foundation reviewed. The signed contract sent to BL Asia Singapore Office on 18th Jan 21.

Facilitated & processed all payment requests from the rest of the team for the month of January 21. Requests & tasks completed online due to the fact that I need to go through home quarantine.

C) Publications

- 1) Facilitated the request from the designer of the book , Malaysian Birds – A Glimpse and MNS logo and the 80th anniversary logo shared with the designer on 8th Jan 21. The Forward from Chair of Publications sent on 16th Jan 21 together with the BL logo . Application for ISBN number for this book was also submitted in the month of January . A few challenges faced due to the pandemic situation and National Library come up with a new way of applying for the ISBN number i.e. application & submission via their portal .
- 2) Following up from the request from MNJ editor, corresponded with Lord Cranbrook on 8th Jan 21 and sorted out his payment method for his donation for the Special Edition of MNJ. Note - Payment of RM 8,000 received via cheque in Feb 21.
- 3) Email reminder sent to Tan Choo Eng, Chair of BCC on 11th Jan 21 for him to send the final draft of the Checklist of Birds to Vincent Chow, Chair of Publication Committee for approval.
- 4) Permission Form filled up and given to Elsevier on 19th Jan 21 . This is meant for MNJ to be scopus indexed . Form filled up based on discussion with MNJ Editor and the filled up form shared both with him and the Assistant Manager, Membership for record purposes.

D) Others Misc. Duties/Tasks

- 1) Email reminder sent out to HQ staff on 11th Jan 21 requesting assistance from those working in the office to help switch on the telephone line and help to answer phone calls . This is meant for those working at the office. For those working from home, a reminder for them to develop more empathy for colleagues working in the office and find ways on how they can support those colleagues working in the office at different time .
- 2) Coordinated the request for the purchase of anti virus and relevant arrangement made for 6 staff. Task completed on 12th Jan 21.
- 3) Assistance provided and ED's ppt prepared for Jan EXCO meeting on 14th Jan 21.
- 4) Form filled up and relevant supporting documents submitted to Bahagian Pengurusan Hartanah (BPH) so that we are allowed to continue renting this office for the next 3 years. Tasks completed on 27th Jan 21 and contact established with the new officer from BPH .

E) Finance

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

F) Misc.

- 1) Email notification from JAS regarding changes of meeting medium forwarded to both Jehan Bakar, Chair of Pahang Branch and Leow Kon Fah, Chair of Perak on 7th Jan 21 for the EIA Technical Review Committee (TRC) on "Development of Transmission Line 132KV from Pencawang Masuk Utama Bintang to Blue Valley Mukim Tanah Rata & Mukim Ulu Tenom, District of Cameron Highlands Pahang and District of Kampar, Perak"
- 2) Invitation from JAS forwarded to Pasupathy Jayaraj, Chair of Selangor Branch on 11th Jan 21 as they would like MNS to attend their TORAC on "Proposed Scrap Iron Processing Plan at Bandar Serendah, Daerah Hulu Selangor"

Another invitation from Ministry of Domestic Trade and Consumer Affairs forwarded to her on 27th Jan 21 as they would like MNS to participate in their workshop on "*Perbincangan Kumpulan Berfokus (FGD) dan Teknik Kumpulan Nominal (NGT) bagi Kajian Semakan Semula Dasar Pengguna Negara*"

3rd invitation forwarded to Pasu on 22nd Jan from JAS for MNS to attend their EIA TRC on Proposed Integrated Tourism & Resort Centre, Daerah Hulu Langat.

- 3) An email request from Dr Christopher Randler, University Tuebingen, Germany forwarded to Tan Choo Eng, Chair of BCC on 21st Jan 21 as this university is conducting a short survey about COVID 19 and birdwatching.
- 4) Invitation from Perbadanan Teknologi Hijau Melaka forwarded to President on 25th Jan 21 as they would like MNS to be involved in their "*Pencalonan Panel Penilai Bagi Jawatankuasa Panel Penilai Anugerah Hijau Melaka (AHM) ke 6*". This invitation was also forwarded to Vuthy Taing, Chgair of Negeri Sembilan/Melaka branch on 27th Jan 21.
- 5) Meeting Minutes from JAS on TORAC for "*Cadangan membina & menyiapkan 20 unit Chalet Sementara 2 Tingkat di Pulau Perhentian*" sent to Wong Chee Woing, Chair of Terengganu Branch on 26th Jan 21.

The End