

## Services Updates - March 2021

### A) Human Resources

#### 1) Current Workforce

As of 31<sup>st</sup> March 2021, current workforce is **35 pax**

#### 2) Misc.

a) Email sent to all staff on 26<sup>th</sup> March 21 regarding staff movement for the month of March and April as indicated below :-

##### i) Left us :-

- 1) Ahmad Azahar bin Mohammad ( Security Guard, Ecocare Centre) – his last day with MNS was 10<sup>th</sup> March 2021 . Note – early retirement .
- 2) Ng Wai Pak, Senior Conservation Officer. His last official day with MNS was Friday, 16<sup>th</sup> April 2021

##### ii) Maternity Leave

Wan Noor Zalikha binti Wan Zaharuddin from 17<sup>th</sup> March 21

##### iii) Unpaid Leave ( UPL)

Wan Zuriana binti Wan Sulaiman) will be on unpaid leave from 12<sup>th</sup> April to 12<sup>th</sup> May 2021 .

b) Following up from the ED's directive, an email notification sent out to all staff by HR on 3<sup>rd</sup> March 21 i.e. staff using own transportation to work are required to work from office / centre from 5<sup>th</sup> Mac onwards . The only exception will be those using public transport . This group is still allowed to work from home ( WFH) for time being until further notice. Note – This is following government's announcement since both KL & Selangor are now under CMCO instead of MCO.

c) Assistance provided to Raptor Counters team on 4<sup>th</sup> March 21 and 16 "Surat Pelepasan Majikan" issued out for them to travel to Tanjung Tuan.

d) Additional "Surat pelepasan majikan " also prepared for the President and another 4 staff for Inter- State travelling

e) Email sent to ESD on 19<sup>th</sup> March 21 as advice and assistance required from them for application of special pass for Dr Hum Gurung . Note – this is a new process due to MCO/CMCO . Arranging for an appointment is also a challenge by itself.

### B) Financial Management of Projects

1) Assistance provided and relevant arrangement made on 1<sup>st</sup> March 21 for Raptor Counters accommodation for Raptor Watch . Note – Accommodation from 6<sup>th</sup> to 21<sup>st</sup> March 21. This is funded by BCC.

2) Liaised with Loreal Malaysia Sdn Bhd on 8<sup>th</sup> March as they conducted verification exercise as part of their vendor creation process. Arrangement made for the invoice from M& P unit to be sent to Loreal team on 31<sup>st</sup> March 21.

3) Assistance provided to Conservation team on 16<sup>th</sup> March 21 and Purchase Order issued out for the purchase of binoculars. This is meant for hornbill project.

4) Additional supporting document sent to Yayasan Hasanah on 17<sup>th</sup> March 21 following up from their due diligence exercise. Note – this is meant for Pulau Ketam project proposal.

5) Assistance provided to EE team and arrangement made for the mudball project invoice to be couriered to Petronas Chemical MTBE Sdn Bhd on 23<sup>rd</sup> March 21. Note – Usually the original invoice can be hand delivered to their office located at Menara Dayabumi. Due to the current pandemic, we were advised to sent the original invoice via courier instead.

6) Assistance provided to Conservation team on 26<sup>th</sup> March 21 and Automated Clearing House (ACH) form filled up for electronic payment transfer. This is meant for tree planting activity at UCF

7) Month of March 21 was also occupied with preparation of EU Financial Report meant for year 2020.

### **C) Publications**

1) Purchase Order issued out to MPH Group Publishing Sdn Bhd on 1<sup>st</sup> March 21 for the design & layout of the next MN (RM 4,000). On 9<sup>th</sup> March 21, another PO issued out to MPH for the printing of MN (RM 6,500)

2) Email discussion with Dr Paul Rajendran on 8<sup>th</sup> March 21 regarding selling price of Stella's book – Malaysian Birds, A Glimpse.

3) Working together with other colleagues, arrangement made on 30<sup>th</sup> March 21 for the advertisement of kingfishers mugs & pendrive prepared to be included in the latest MN.

### **D) HSBC UK Account**

Since we are facing challenges to re-activate the HSBC UK Account due to the current pandemic, hence other options are explored. Following up from phone discussion held with Stephanie Bacon in March 21, Services Unit looking into opening GBP bank account either with CIMB or Maybank as these 2 banks offer GBP currency account.

Once we have the required info, a paper will be prepared for Council approval i.e. opening GBP account with other banks instead of re-activating HSBC account. After all, HSBC is moving out of UK.

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

1) EXCO Minutes for Feb 21 drafted and sent to Honorary Secretary on 23<sup>rd</sup> March 21.

2) As requested by IUCN Members Coordination Unit, the last 3 years audited accounts submitted to them on 24<sup>th</sup> March 21. In addition to that, MNS was requested to declare the total expenditure for the last 3 years. Note - This information will be used by IUCN to calculate the average total

expenditure for that period and to determine the dues group for the next quadrennial or until a new Dues Guide is approved by Members. IUCN indicated that this exercise will be completed in time for the 2022 invoicing in November 2021.

3) Coordinated the request from HQ staff and arrangement made for IT support on 31<sup>st</sup> March 21

#### **F) Finance**

1) Payment Voucher and Official Receipt generated for the month of March 2021.

2) Vendors' invoices updated in the accounting systems for the month of March 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 March 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 March 2021

8) Completed the Management account and Treasurer Report for March 2021.

#### **G) Misc.**

1) Invitation from BSI Services Malaysian Sdn Bhd forwarded to Mr Leow Kon Fah, Chair of Perak branch on 1<sup>st</sup> March 21 as MNS was invited to participate in their stakeholder consultation process on RSPO Principle & Criteria Recertification Assessment of Sime Darby Plantation Berhad – SOU 3 Elphil POM & Supply Bases, Sungai Siput, Perak.

2) Email received from a MN contributor and forwarded to MN Editor, Khor Hui Min on 7th March 21 as he would like to withdraw his articles from MN. Note – articles on Frons as indicator for healthy ecosystem & Malaysian owls, nightjars & frogmouth.

3) Email request from VICE Media forwarded to Wong Chee Ho, Chair of Terengganu branch on 9th March 21 as they are seeking press statement from Malaysian Nature Society about the destruction of the Rafflesia sanctuary in Terengganu.

In addition to the above, meeting minutes from JAS on EIA TRC forwarded to him as well on 30th March 21 on “ Proposed Expansion of Bitumen Refinery Plant , Kemaman, Terengganu”

4) Email sent to Tan Choo Eng, Chair of BCC on 12<sup>th</sup> March 21 regarding the application of ISBN number for BCC publication – A Checklist of the Birds of Malaysia. Note – Application can only be submitted once 9 questions answered by him/BCC team. Question ranging from author of the

book, selling price of the book and relevant materials ( cover page, content page, synopsis of the book, etc) to be uploaded into their portal.

5) Letter from Kamarudin & Partners forwarded to VP Vincent Chow on 15<sup>th</sup> March 21 as they would like to invite Vincent Chow as expert witness for Sg Kim Kim , Mahkamah Tinggi Malaya Johor Bahru.

6) Email invitation from JAS sent to Vuthy Taing, Chair of Melaka & Negeri Sembilan branch on 19<sup>th</sup> March 21 as they would like MNS to attend the EIATRC for “ *Proposed Reclamation and Dredging for Development of Pelabuhan Kuala Sg Linggi* ”

Additionally, letter from JAS regarding change of date for the EIA TRC meeting on Proposed Reclamation & Dredging for the Development of Pelabuhan Kuala Linggi, Alor Gajah forwarded to Vuthy Taing on 30<sup>th</sup> March 21. Another letter forwarded to him on same day as JAS changed the date for EIA TRC meeting on Proposed Scheduled Waste Incinerator & Scheduled Waste Recovery Plant at Bandar Sri Sendayan.

7) Email invitation from Jabatan Pengairan & Saliran , Kelantan forwarded to Dr Nazahatul Anis, Chair of Kelantan branch on 23<sup>rd</sup> March 21 as they would like MNS to participate in their meeting on Integrated Shoreline Management Plan – *Mesyuarat Hasil Akhir Kumpulan Kerja Pengurusan Garis Pantai*.

8) Email invitation from JAS forwarded to Jehan Bakar, Chair of Pahang branch on 29<sup>th</sup> March 21 as MNS is invited to provide comments to the TORAC on “ *Cadangan Pembangunan Sebuah Lapangan Terbang Baharu di Pulau Tioman, Rompin , Pahang* ”

9) Meeting Minutes from JAS on EIA for RTS Link between Johor & Singapore forwarded to Abbott Chong, Chair of Johor Branch on 30<sup>th</sup> March 21.

10) Invitation from BSI Services Malaysian Sdn Bhd forwarded to Jehan Bakar, Chair of Pahang branch on 30<sup>th</sup> March 21 as MNS was invited to participate in their stakeholder consultation process on RSPO Principle & Criteria Recertification Assessment of Sime Darby Plantation Berhad – SOU 11 Kerdu POM & Supply Bases, Temerloh, Pahang.

11) Request from UTAR broadcasting student forwarded to President, Prof Ahmad Ismail on 31<sup>st</sup> March 21 as the student would like to interview the President on the topic “ *Importance of Proper Waste Disposal and 3Rs in COVID-19 Era*”.

The End