

## **Services Updates - May 2021**

### **A) Human Resources**

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

As of 31<sup>st</sup> May 2021, current workforce is **32 pax**

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

a) A total of 52 “*Surat Pelepasan Majikan*” prepared for staff to travel to office and a total of 7 letters prepared for interstate travelling for staff to conduct their field trip for the month of May 21 .

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

1) Assistance provided to President on 4<sup>th</sup> May 21 and relevant documents submitted for his application to KETSA for allocation of RM 10k meant for MNJ .

2) Together with Balu Perumal and Lee Ee Ling, attended the EU project partners meeting on 5<sup>th</sup> May 2021.

3) Assistance provided to M&P Manager and relevant supporting documents submitted to Hong Leong Bank on 5<sup>th</sup> May 2021. This is meant for tree planting project .

4) Relevant supporting documents submitted to Hong Leong Bank on 11<sup>th</sup> May 21 for the mangrove planting project.

5) Together with Wan Rodhiah, had a session with Marc Took, Birdlife International on 27<sup>th</sup> May 21 as for 2021 we are required to submit new timesheet where time spent on the project has to be captured on hourly basis . Session set to sought up clarification and to clear some confusion.

6) Assistance provided to Conservation Department and arrangement made for the signed contract for migratory waterbird project in Sabah sent to BL Asia office on 28<sup>th</sup> May 21.

7) Month of May 21 was also spent responding to numerous EU project audit queries.

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

1) The In-Depth Operational Review report from Sudeep Mohandas sent via email to EXCO members on 7<sup>th</sup> May 2021.

2) MNS bank details given to Dato Ghazali on 10<sup>th</sup> May 21 as it was understood that he will be contributing RM 50k for the publication of the 80<sup>th</sup> Anniversary book

3) Request sent to Membership Unit, Birdlife International on 18<sup>th</sup> May asking for a revised invoice from USD 1,980 to USD 1,827 as per number of paid MNS members

4) Participated in Finance Committee meeting on 24<sup>th</sup> May 21.

5) Relevant slides of ED's ppt on financial data updated on 20<sup>th</sup> May 21. This is meant for May EXCO Meeting .

#### **D) Finance**

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

#### **E) Misc.**

- 1) Email invitation from BSI Services Malaysia Sdn Bhd forwarded to Abbot Chong, Chair of Johor Branch on 6<sup>th</sup> May 21 as they would like MNS to participate in their consultation/meeting on Initial Assessment on RSPO P&C at Pertubuhan Tani Niaga Lestari negeri Johor Certification Unit .
- 2) Meeting minutes for the EIA TRC Proposed Scheduled Waste Incinerator & Scheduled Waster Recovery Plant , Bandar Sri Sendayan, Seremban received from JAS and sent to Vuthy Taing, Chair of Melaka and Negeri Sembilan chair on 6<sup>th</sup> May 21  
  
Meeting minutes on the TOR of the Proposed Reclamation & Dredging at Sg Linggi sent to Vuthy on 24<sup>th</sup> May 21.
- 3) Invitation from Bahagian Bekalan Air WP Labuan forwarded to Anna Wong, Chair of Sabah Branch on 7<sup>th</sup> May 21 as they would lime MNS to attend their online TORAC for "*Cadangan Projek Pembangunan Resort di Atas Lot 31831, Plot 1, Pulau Rusukan Besar, WP Labuan* "
- 4) Email invitation from JAS forwarded to Nazahatul Anis, Chair of Kelantan Branch on 20<sup>th</sup> May 21 as they would like MNS to attend their TOR meeting on Manganese Mining Operation on PT 11202, Gua Musang, Kelantan
- 5) Meeting minutes from JAS on EIA Development of Dedicated Permanent Disposal Facility for Water Leach Purification Residue, Daerah Kuantan , Pahang forwarded to Jehan Bakar, Chair of Pahang branch on 6<sup>th</sup> May 21

An invitation to attend JAS's EIATRC on Logging of Oil Palm Plantation & Agroforestry Development at Bukit Batu Putih, Rompin Pahang also sent to Jehan on the same day .

Another invitation from JAS forwarded to Jehan on 19<sup>th</sup> May 21 for Pahang Branch to participate in their TORAC gold mining , Mukim Batu Yon, Lipis .

- 6) An objection letter from a concerned citizen forwarded to Pasupathy Jayaraj, Chair of Selangor Branch on 6<sup>th</sup> May 21 as the citizen wrote to MBPJ objecting to *“Cadangan Memulakan Kebun Komuniti di Taman Permainan , Taman Paramount”*

Meeting minutes on the TOR for ECRL from JAS shared with Pasupathy on 24<sup>th</sup> May 21.

- 7) Email notification from JAS forwarded to Leow Kon Fah, Chair of Perak Branch on 24<sup>th</sup> May 21 as the TORAC meeting on *“Proposed Development of Sustainable Facility and Eco-park Centre at Larut Matang, Perak “* has been postponed until further notice.

The End