

Services Updates October 2020

A) Human Resources

1) Current Workforce

As of 31st October , current workforce is **35 pax**.

2) Misc.

a) Webinar invitation from BL International forwarded to all staff on 1st Oct as the webinar was meant for partners to provide feedback for the development of good practice guide on Building Civil Society Engagement. Total of 9 staff participated in the webinar and feedback from MNS collated and sent to them as requested.

b) Another email blast to all staff on 6th Oct as Lendlease Foundation offered FOC seats for NGOs. Wide range of topic/training provided from “mental health at workplace”, “ Introduction to cyber security”, “ Basics of One Drive”, “ Mindful Moment” and others.

c) The updated document on Prevention of COVID 19 at work place circulated to all staff on 12th Oct 20. This is also inclusive of document prepared by Safety Manager i.e. Standard procedure during RMCO . Following up from Management Team meeting on 21st Oct, an email is sent to HQ staff as staff is required to scan the QR code – My Sejahtera in addition to filling up the attendance sheet Separate QR codes also created by Safety Manager meant for UCF and auditorium.

d) Due to CMCO and following up from ED’s directive to HR, an email was sent out to all staff on 13th Oct 20 . In addition to WFH, “*Surat Pelepasan Majikan*” prepared for all staff so that staff can still travel and work from office when required. Each individual letters prepared & distributed on 12th Oct 20 and the extension letter was distributed on 27th Oct 20.

e) All staff is required to record on how they spend their working hours . Two alternatives given i.e. time tracker whereby staff just indicate how much time they spend on each task (excel spreadsheet with examples given) . Another alternative is to use clockify . Based on research done by HR, this is more user friendly time management tool, easy to synchronised via different platforms – laptop & phone, free of charge with real time data that can be shared with others. This is a move towards improving transparency at Secretariat level & improving staff effectiveness and efficiency .

f) Application of work permit renewal for the Regional Manager and application for his Dependent Pass renewal were also submitted to Immigration Department via Expatriate Services Department (ESD)

B) Financial Management of Projects

1) Meeting minutes with Tradewinds prepared and sent to Hon Secretary on 1st Oct for her feedback before it being disseminated to others.

- 2) Coordinated a request from a funder on 1st Oct and NDA submitted to them as requested .
- 3) Coordinated the request and Invoices sent out i.e. to BL for Regional Manager last quarter (Oct – Dec 2020) request and another invoice to Monash University i.e. Adha's time for working on " Enhancing Student Learning Experience Through Creative Assessment Design and integration of Community Engagement in Engineering Education "
- 5) Short write up prepared on 6th Oct 20 . This is meant for 6th monthly report for EU Project .
- 6) Coordinated request from Ecocare- poster meant for CIMB bonus point and the final version sent to the Editor of MN on 27th Oct 20.
- 7) Assistance provided to M&P Manager and relevant documents submitted to a potential donor on 13th Oct 20. Draft LOA prepared and sent to the donor for their feedback on 22nd Oct 20.
- 8) Rumahapi Report for Oct shared with management team on 16th Oct 20. Vetted thru' and processed payment requests, claims & advance settlements for the month of October .
- 9) Message from ED to Management team also sent to all staff on 26th Oct whereby all staff are caution to spend wisely especially when the country is being hit by the third wave of COVID-19 and all planned activities are on hold due to CMCO being implemented by the government.
- 10) Assistance provided to EE Manager and feedback provided on 28th Oct for a donor's Letter of Agreement .

C) Others Misc. Duties/Tasks

- 1) Arrangement made for name cards to be printed for new Council on 12th Oct 2020
- 2) Participated in membership team meeting with the IT person on 23rd Oct as we are facing issues with some mail service providers.
- 3) Draft ppts prepared for ED . This is meant for his Council meeting on 31st Oct 2020.

D) Finance

- 1) Payment Voucher and Official Receipt generated for the month of October 2020.
- 2) Vendors' invoices updated in the accounting systems for the month of October 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 October 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 October 2020.
- 8) Completed the Management account and Treasurer Report for October 20.

F) Misc.

1) Invitation from JAS forwarded to Leow Kon Fah , Chair of Perak Branch on 1st Oct 20 as MNS was requested to provide feedback for their Term of Reference Adequacy Check (TORAC) meeting on “Proposed Logging and Tin Mining Operation, Compartment 24 and 31 within Hutan Simpan Kenderong, an area 245 hectares, sub district of Kerunai, District of Hulu Perak, Perak Darul Ridzuan”

2) Coordinated request from Johor Branch on 1st Oct as they sought permission to visit Kapar Power Station ash pond. Relevant info shared with them accordingly .

In addition to the above, meeting minutes from JAS forwarded to Abbot Chong, Chair of Johor Branch on 9th Oct 20 . This is minutes for TORAC on Rapid Transit System (RTS) Link between Johor & Singapore .

Another email forwarded to Abbot Ching and VP Vincent Chow on 2nd Oct as a gentlemen sighted a pink/red wading bird at 3 different times in the same location in Johor Bahru. He needs help with the bird identification as this could be a new hybrid ?

3) Facilitated the request from Vuthy Taing, Chair of Negeri Sembilan/Melaka branch on 2nd Oct and President’s photo is shared. This is meant for a poster for their talk.

4) Invitation from Thinkcity Sdn Bhd forwarded to Tan Choo Eng, Chair of Penang Branch on 2nd Oct 20 . MNS is invited to attend their exhibition on nature-based climate adaptation programme for urban areas in Penang Island and climate resilient street trees species study.

5) Invitation from MPOC forwarded to VP Vincent and Patrick Lee on 6th Oct 20 MNS is invited to attend their virtual International Palm Oil Sustainability Conference (IPOSC) module 2 .

6) An email from a concerned citizen shared with Pasupathy Jayaraj , Chair of Selangor Branch on 6th Oct as this person is concerned about “*Operasi tembak gagal* “ at Taman Cahaya Indah, Ampang .

7) Webinar invitation from UM - Faculty of Law forwarded to Rose Au, Chair of Kuching Branch on 7th Oct to attend their webinar on Reflections on Director of Forest, Sarawak v TR Sandah ak Tabau : Custom and Usage Having the Force of Law and Native Customary Rights (NCR).

8) Email invitation from LESTARI forwarded to President, Prof Ahmad Ismail on 12th Oct 20 as they would like MNS to participate in their survey as LESTARI is in the process of obtaining full accreditation of their study programmes.

9) Invitation from Majlis Perbandaran Kuantan forwarded to Jehan Bakar, Chair of Pahang Branch on 20th Oct 20 as they would like MNS to participate in their Mesyuarat Jawatankuasa Khas Sungai Kuantan Bil 2/2020

The End