

CONFIDENTIAL

23 March 2017

To : Members of the Committee on Administration of Social Workers Registration Board

Dr. LEUNG Chuen-suen (Convenor)  
Mr. CHUNG Wai-lung, Rivalino  
Mr. HUI Chung-shing, Herman  
Mr. KWAN Wing-shing, Vincent

Mr. LO Wa-kei, Roy  
Mr. SHIU Ka-chun  
Mr. TAN Tick-yee  
Mr. WONG Ka-ming

Dear Committee Members,

**Notice of the 133<sup>rd</sup> Meeting of the Committee on Administration**

This is to notify you of the details of the 133<sup>rd</sup> Meeting of the Committee as follows:-

Date: 30 March 2017 (Thursday)

Time: 7:15p.m.

Venue: Conference Room, 26/F, Eastern Commercial Centre, 83 Nam On Street, Shau Kei Wan, Hong Kong

Agenda

1. Confirmation of the notes of the last meeting (Appendix A)
2. Matters arising
3. Finance
  - 3.1 Cost review on the honorarium to DC Panel Members (Appendix B1)
  - 3.2 Cost review on the proposal to make new rules concerning the disciplinary function (Appendix B2)
  - 3.3 Revised authority hierarchy for purchases (Appendix B3)
  - 3.4 Drafting of an investment policy (Appendix B4)
4. Administrative
  - 4.1 Layout design of letterhead (Appendix C1)
  - 4.2 Exploration of online payment system (Appendix C2)
  - 4.3 Review on the Confidentiality Undertaking (Appendix C3)
5. Promotions
  - 5.1 Perusal of progress report on promotion of the Board (Appendix D1)
  - 5.2 Update on the audio-visual training materials on Code of Practice for RSWs (Appendix D2)
  - 5.3 Review on communication channels between SWRB and RSWs in terms of Annual Meeting with RSWs and Newsletter (Appendix D3)
  - 5.4 Deliberation of the four articles for publication at the Newsletter (Appendix D4)
  - 5.5 Celebration of 20<sup>th</sup> Anniversary of SWRB in 2018
6. Any other business
7. Date of next meeting