

CONFIDENTIAL

5 June 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 134th Meeting of the Committee on Administration

This is to notify you of the details of the 134th Meeting of the Committee as follows:-

Date: 5 June 2017 (Monday)

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
 - 2.1 Update on the exploration of online payment system (Appendix B)
3. Finance
 - 3.1 Investment policy (Appendix C)
4. Administrative
 - 4.1 Review on the confidentiality undertaking (Appendix D1-D2)
 - 4.2 Refund part of the renewal fee in the circumstances of timely submission of renewal application (Appendix E)
 - 4.3 Discussion on building up an archive of legal advice
5. Human Resources
 - 5.1 Review of staff handbook (Appendix F)
6. Promotions
 - 6.1 Perusal of progress report on promotion of the Board (Appendix G)
 - 6.2 Social Work Day 2018
 - 6.3 Discussion on the new format of Newsletter to be launched in 2018
 - 6.4 Revised article contributed by a RSW (Appendix H)
7. Any other business
8. Date of next meeting