

CONFIDENTIAL

31 July 2017 (revised on 3 August 2017)

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

Dr. LEUNG Chuen-suen (Convenor)	Mr. LO Wa-kei, Roy
Mr. CHUNG Wai-lung, Rivalino	Mr. SHIU Ka-chun
Mr. HUI Chung-shing, Herman	Mr. TAN Tick-yee
Mr. KWAN Wing-shing, Vincent	Mr. WONG Ka-ming

Dear Committee Members,

### **Notice of the 135<sup>th</sup> Meeting of the Committee on Administration**

This is to notify you of the details of the 135<sup>th</sup> Meeting of the Committee as follows:-

Date: 7 August 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 Investment policy
3. Administrative
  - 3.1 Review on the Rules in respect of conduct of meetings and guidelines on handling of conflict of interests (Appendix B1)
  - 3.2 The initiative of refunding part of the renewal fee in the circumstances of timely submission of renewal application (Appendix B2)
  - 3.3 A complaint against the disciplinary procedures of the Board (Appendix B3)
  - 3.4 Consideration of the quotations for photocopying machines (Appendix B4)
  - 3.5 An enquiry about the inspection of the Register (Appendix B5)
4. Finance
  - 4.1 Consideration of the draft auditors' report for the financial year ended 31 March 2017 (Appendix E)
5. Human Resources
  - 5.1 Consideration of the quotations for medical plans by insurance companies (Appendix C1-C2)
6. Promotions
  - 6.1 Perusal of progress report on promotion of the Board (Appendix D1)
  - 6.2 Outline of Newsletter issue 40 (Appendix D2)
7. Any other business

8. Date of next meeting