

CONFIDENTIAL

29 April 2019

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

Dr. TING Wai-fong (Convenor)
Ms. CHEUNG Lai-yi
Mr. LO Wa-kei, Roy

Ms. LUI Siu-ying
Mr. LUN Chi-wai

Dear Committee Members,

Notice of Meeting of the Committee on Administration

This is to notify you of the details of the 140th Meeting of the Committee as follows:-

Date: 6 May 2019 (Monday)

Time: 7:00 p.m.

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

Agenda items	Appendices
1. Confirmation of the notes of last meeting	1
2. Matters arising	
(a) Revised registration form, renewal form and notification of changes	2b(i, ii, iii)
(b) Progress of the complaint against the Registrar and status of the related disciplinary complaint case	
(c) Progress of developing an integrated database and information system	2c
(d) Progress of appointments to the Disciplinary Committee Panel	
3. Administration	
(a) To review the procedures of handling complaints against the Board's policy or staff	3a
(b) To review the policy of reporting suspected violation of Section 34 cases to the Police	3b
(c) To consider installation of telephone recording system	3c
(d) To consider procedures for removing names of deceased RSWs from the Register	3d
(e) Proposed alignment to new and re-application procedures	3e
4. Finance	
(a) To consider quotations of financial audit for FY2018/2019	4a
(b) To consider the proposal of setting up auto-pay for settlement of recurrent expenditure	4b
5. Promotions	
(a) Progress report on promotion of the Board	5a
6. Any other business	
7. Date of next meeting	