

25 June 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 141st Meeting of the Committee as follows:-

Date: 2 July 2019 (Tuesday)

Time: 7:00 p.m.

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

<b>Agenda items</b>	<b>Appendices</b>
1. Confirmation of the notes of last meeting	1
2. Matters arising	
(a) Revised registration form, renewal form and notification of changes	2a
(b) Progress of the complaint against the Registrar and status of the related disciplinary complaint case	2b
(c) To consider the revised procedures of handling complaints against the Board's policy or staff	2c
(d) To consider the quotations of installation of telephone recording system	2d
(e) Progress of developing an integrated database and information system	
(f) Progress of appointments to the Disciplinary Committee Panel	
(g) Replacement of CCTV system	
3. Administration	
(a) Comments on the policy of refunding renewal fee from a RSW	3a
4. Promotions	
(a) Progress report on promotion of the Board	4a
5. Any other business	
6. Date of next meeting	