

Social Workers Registration Board

To : Members of the Committee on Administration

Dr. TING Wai-fong (Convenor), Ms. CHEUNG Lai-yi, Mr. LO Wa-kei, Roy,
Ms. LUI Siu-ying, Mr. LUN Chi-wai

From: Mr. LEE Wing-po, Eric (Registrar)

Date: 4 May 2020

Subject: **Notice of Meeting of the 144th Committee on Administration**

On behalf of the Convenor, this is to notify you of the details of the 144th Meeting of the Committee as follows:-

Date: 11 May 2020 (Mon)

Time: 7:30 p.m.

Venue: online meeting via Webex Meet platform

Agenda

| | <u>Paper Item</u> |
|---|-------------------|
| 1. Confirmation of the notes of last meeting | COA144-1 |
| 2. Matters arising | |
| (a) Revised procedures of handling complaints against the Board's policy or staff | COA144-2a |
| 3. Administration | |
| (a) Review of Group medical cover | COA144-3a |
| 4. Finance | |
| (a) Appointment of auditor | COA144-4a |
| 5. Promotions | |
| (a) Report on promotion of the Board | COA144-5a |
| 6. Any other business | |
| (a) Complaint against staff member about the handling of renewal application | COA144-6a |
| 7. Date of next meeting | |

In case that you cannot attend the meeting or should you have any questions, please contact me or Ms. CHAN May-shan, Emily, our Assistant Registrar. Thank you for your attention.

Encl.