

Social Workers Registration Board

To : Members of the Committee on Administration

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

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

Date: 2 July 2020

Subject: **Notice of Meeting of the 145<sup>th</sup> Committee on Administration**

On behalf of the Convenor, this is to notify you of the details of the 145<sup>th</sup> Meeting of the Committee as follows:-

Date: 9 July 2020 (Thur)

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	COA145-1
2. Matters arising	
(a) Revised procedures of handling complaints against the Board's policy or staff	COA145-2a
3. Administration	
(a) Use of PO Box as registered address	COA145-3a
4. Finance	
(a) Fee schedule	COA145-4a
(b) Phasing out of the Refund Scheme	COA145-4b
(c) Capitalization policy	COA145-4c
5. Promotions	
(a) Report on promotion of the Board	COA145-5a
6. Any other business	
7. Date of next meeting	

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

Encl.