

**SOCIAL WORKERS REGISTRATION BOARD**  
**Notes of the 145<sup>th</sup> Meeting of the Committee on Administration**

Date: 9 July 2020  
Time: 7:30 p.m.  
Venue: Online meeting via Webex Meet platform  
Present: Dr. TING Wai-fong (Convenor)  
Ms. CHEUNG Lai-yi, Kathy  
Mr. LO Wa-kei, Roy  
Ms. LUI Siu-ying, Micy  
Mr. LUN Chi-wai  
Secretary: Mr. LEE Wing-po, Eric, Registrar  
Ms. Chan May-shan, Emily, Assistant Registrar

**Confirmation of the notes of last meeting**

1. There was no amendment to the notes (COA145-1) which were confirmed as the true record of the last meeting.

**Matters arising**

Revised procedures of handling complaints against the Board's policy or staff

2. In response to the concern raised at the 161<sup>st</sup> Board meeting in May, the draft (COA145-2a) was revised and presented to the Committee with the amendment on section 15(1) that "Complaints or opinions made on the Registrar or the Assistant Registrar shall be handled directly by the Committee on Administration."
3. Members agreed to put forth the revised draft to the Board for endorsement.

**Administration**

Use of PO Box as registered address

4. The Secretary reported the update and considerations of the matter by referring the document COA145-3a.
5. After deliberation, the Committee resolved to accept the 13 applications on a case-by-case basis and to recommend the Board for endorsement.
6. For those 10 RSWs who had not replied, the Committee instructed the Board office to approach them by all possible means and report the findings to the Board for consideration of refusing the next renewal application of those RSWs concerned if they fail eventually to reply.

**Finance**

Fee schedule

7. The Secretary invited the Committee to consider the background and implications of different options of handling the matter by presenting the document (COA145-4a).

8. Members agreed that it was not worthwhile to deduct only a small percentage of fees as the impact was not significant. On the other hand, the financial situation was not favourable to allow a significant reduction of fees. Instead, a one-off renewal fee waiver or reduction might be a wise option and would also be seen as a financial relief measure for RSWs during this difficult period of time.
9. Having considered various options in fee waiver or reduction, the Committee would suggest the one-off waiver at full amount of \$400 for the year 2021, i.e. immediately after the cessation of the refund scheme, depending on the no other direction from the Labour and Welfare Bureau, which has to be available by the end of September, else the one-year waiver scheme has to be delayed (Remarks: The Board office is to serve the notice to renew 3.5 months in advance of next registration expiry). This would bring down the net current asset by (Business Information Deleted), where the remains would still be good to deal with ad hoc legal expenses.
10. For the fee adjustment for individuals or specific groups with special needs, members considered that the execution of means test or collection of private data would be sensitive and difficult to audit but solely honour system was not preferable. Hence, the Committee resolved to recommend not to be involved in devising any such scheme, but would be suggesting membership-based organizations in the social work community to explore this type of services for their membership.

#### Phasing out of the Refund Scheme

11. The Committee agreed to put forth to the Board the proposed action plan in the paper (COA145-4b).

#### Capitalization policy

12. With the blessing of the Honorary Treasurer, the Committee supported the proposal of incorporating into the Board's Policy for Depreciation of Non-current Assets the capitalization threshold at HK\$2,000, the value of such subject to a periodic review every decade. Details was presented in the document (COA145-4c). This resolution would be submitted to the Board for endorsement.

#### **Promotions**

13. The Committee received the report (COA145-5a) on the talks conducted for social work students and other organizations.

#### **Any other business**

14. There being no other business.

#### **Date of next meeting**

15. It was decided the next meeting to be held on 12 August 2020 at 9:30a.m.
16. The meeting was adjourned at 8:30pm.

END