

**SOCIAL WORKERS REGISTRATION BOARD**  
**Notes of the 138th Meeting of the Committee on Administration**

Date: 29 August 2018  
Time: 7:15 p.m.  
Venue: Conference Room, 26/F Eastern Commercial Centre, 83 Nam On Street, Shau Kei Wan, Hong Kong.  
Present: Dr. LEUNG Chuen-suen (Convenor)  
Mr. HUI Chung-shing, Herman  
Mr. LO Wa-kei, Roy  
Apology: Mr. CHUNG Wai-lung, Rivalino  
Mr. KWAN Wing-shing, Vincent  
Mr. SHIU Ka-chun  
Mr. TAN Tick-yee  
Mr. WONG Ka-ming  
Secretary: Mr. LEE Wing-po, Eric, Registrar and  
Ms. FAN Lai-yee, Veronica, Assistant Registrar

Dr. LEUNG, Convenor of the Committee, presided the meeting.

**Confirmation of the notes of last meeting**

1. The notes of the last meeting were confirmed without amendment.

**Matters arising from last meeting**

2. There were no matters arising from the last meeting.

**Administration**

Review of the policy on information to be disseminated to RSWs and the public

3. The Secretary walked through the current policy and invited the Committee to discuss whether it was necessary to fix a timeline for releasing the information to the public and how to handle when the meeting could not clear the agenda items. The Committee resolved that the redacted minutes and agenda should be released within two weeks after the adoption of such by the Board or Committee. If there were any agenda items not yet cleared, the Chairperson or the respective Convenor should announce the adjournment of meeting and resume the meeting within a short time, or alternatively, the agenda should be amended and adopted at the meeting. Such proposal would be put forth to the Board for endorsement.

Proposal to develop an integrated database and information system

4. The Secretary reported that the current system had revealed some problems including:

- (a) A fragmented database and system
  - (b) Low system control
  - (c) Semi-manual with little true automation
  - (d) No off-site operation backup in case of any disastrous event
  - (e) System becoming unstable in recent few months
5. To cope with the above problems, it was proposed to develop an integrated, automatic and web-based system with higher security control and on-site maintenance and off-site back-up from vendor. In the 2018/19 budget, a capital investment at \$500,000 has been provided for this project. The Board office would start working out the specifications with the Board's blessings.
6. A member shared that due to the recent change of government policy, it was foreseeable that the demand for registered social workers was on the uprising trend. It was inevitable to introduce automation in consideration of the existing manpower of the Board office. The Committee endorsed the proposal and suggested to implement the project by phases and to seek additional budget in the subsequent financial year, if necessary.

Two complaints about the handling of the renewal application

*Anonymized*

7. Business information deleted.

*Anonymized*

8. Business information deleted
9. Business information deleted
10. Business information deleted
11. Business information deleted

Review of the inspection of Register of RSWs by the public

12. The Secretary invited the Committee to consider discarding the registration form for inspection of the Register in which only information of the enquirer's name and employing agency was requested, as there was doubt whether the form could serve the purpose of better protection of the personal data of RSWs when executing the statutory requirement of making the Register open for public inspection at our office.
13. A member had the alternative view that the Board should know how many people had inspected the Register. Another member expressed that it came to his knowledge that the notice of intended marriage only exhibited part of the residential address and the Board office was instructed to check how it worked for discussion at subsequent meeting. (Post

meeting notes: the provisions of the Marriage Ordinance (Cap. 181) only required to exhibit the street name and district.)

## **Finance**

### Draft auditors' report for the financial year ended 31 March 2018

14. The draft auditors' report had been reviewed by the Hon. Treasurer before the meeting and the Committee had no comment on it and agreed to put the same to the Board for approval.

### Banking arrangement

15. To save maintenance cost of dormant bank accounts, the Secretary invited the Committee to endorse the closure of a number of bank accounts. The Committee considered and resolved to recommend to the Board closing all the BOC bank accounts as well as the HSBC passbook saving account.

## **Promotions**

### Outline and draft design of eNewsletter

16. Members discussed whether we should report a recent appeal case in relation to the qualification recognition assessment of a social work programme. The Committee considered that it might lead to negative impacts to future graduates of the programme and decided not to do so. The Committee endorsed the proposed outline and the design of the eNewsletter.

### Progress report on promotion of the Board

17. Members noted the progress report on promotion of the Board.

## **Any other business**

*(The Registrar abstained from the discussion of this agenda item)*

18. Business information deleted
19. Business information deleted
20. Business information deleted

## **Date of next meeting**

21. Members agreed that the next meeting would be scheduled when necessary.
22. There being no other business, the meeting was adjourned at 9:35pm.

12 September 2018