

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: 21 Nov 2019

Subject: **Notice of Meeting of the 143rd Committee on Administration**

On behalf of the Convenor, this is to notify you of the details of the 143rd Meeting of the Committee as follows:-

Date: 27 Nov 2019 (Fri)

Time: 7:00 p.m.

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

Agenda

	<u>Paper Item</u>
1. Confirmation of the notes of last meeting	COA143-1
2. Matters arising	
(a) Revised procedures of handling complaints against the Board's policy or staff	COA143-2a
(b) Development of the integrated database and information system	--
(c) Renewal refund scheme review	--
(d) SMS service for renewal reminder	--
(e) Outsourcing book-keeping work	--
3. Administration	
(a) A complaint about the handling of the renewal application	COA143-3a
(b) Complaints/opinions about the registration system of RSWs	COA143-3b
4. Finance	
(a) Draft budget for FY2020-21	<i>To be tabled</i>
(b) (Business information deleted)	COA143-4b
5. Promotions	
(a) Report on promotion of the Board	COA143-5a
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. CHAN May-shan, Emily, our Assistant Registrar. Thank you for your attention.

Encl.