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October 26, 2004

Miss Lolita Shek
Senior Assistant Secretary
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Miss Shek,

Brief Report: the Court of the University of Hong Kong (2000-2004)

(a) participation in sub-committees as a lay member of court

Date	Sub-committees	Remarks
September- November 2000	Working Group for the Review of the Disciplinary Committee Procedures and the Procedures for the Handling of Sexual Harassment	Attended two meetings (4 hours each)
8 January 2002	Review Panel of the Faculty of Architecture and the Centre of Urban Planning and Environmental Management (CUPEM)	Joined events scheduled on the first day (9am-9pm) of the three-day programme

(b) attendance records

12 December 2000	Absent: Stress schedule
13 December 2001	Present
12 December 2002	Absent: Stress schedule
30 June 2003	Absent: Sick
16 December 2003	Absent: Out of town, joined European Union Visitors Programme (8-20 Dec 2003) which had to be scheduled 3 months in advance

Your sincerely,

James To Kun-sun