

**Minutes of the Seventh Meeting of  
the Joint Committee on Information Technology  
for the Social Welfare Sector held at 9:30 a.m. on 7 May 2003**

Present: Mrs Carrie Lam (Chairperson)  
Mr Sit Tung  
Mr Alex Ma  
Mr Chan Wing-tai  
Mr Chong Chan-yau  
Miss Christine Fang  
Mr Leung Wai-fung, Joseph  
Mr Kang Tsi-kit  
Mr Li Kam-chiu  
Mr Kok Che-leung  
Mr Chan Ping-cheong, Ashton (Secretary)

In attendance: Ms Shirley Kiang  
Mr Eric Chan  
Miss Mina Chow  
Miss Johanna Tsao (for agenda items 3 & 4)  
Mr Fu Tsun-hung (for agenda items 3 & 4)  
Mr KM Chan (for agenda item 4 (a) only)  
Ms MY Kwok (for agenda item 4 (a) only)  
Mr HY Ting (for agenda item 4 (a) only)  
Ms Wong Man-ying, Dora (for agenda item 4 (b) only)  
Mr William Wan (for agenda item 4 (b) only)  
Mr Tung Chi-fat (for agenda item 4 (c) only)  
Mr Siu Tak-kwong (for agenda item 4 (c) only)  
Ms May Cheung (for agenda item 4 (c) only)  
Ms NG Kwok-tung (for agenda item 4 (d) only)  
Mr Clement Cheng (for agenda item 4 (d) only)  
Mr William Tang (for agenda item 4 (d) only)

**Confirmation of Minutes of the Last Meeting**

The Chairperson reported that the draft minutes of the meeting were sent to Members for comments on 26 March 2003. Two minor factual amendments had been received and incorporated into the revised minutes. Without further amendments, the revised minutes were confirmed.

## **Matters Arising from the Minutes of the Last Meeting**

### Paragraph 8

2. The Chairperson informed Members that the progress on the implementation of the Core Applications of the Hong Kong Council of Social Service had been set out in paper JC 04/03. The subject would be discussed under agenda item 5.

### Paragraph 22

3. The Chairperson reported that SWD had written to the Spastics Association of Hong Kong to convey Members' comments on its BIP proposal and the agency agreed to our recommendations. At the meeting on 25 March 2003, LFAC approved a grant of \$1,355,000 to the agency as recommended by JCIT.

## **Second Progress Report of the implementation of the Core Applications on Human Resource Management and Financial Management for Non-governmental Organisations**

4. The Chairperson referred Members to Paper JC 4/03 on the progress report of the Core Applications development by the Hong Kong Council of Social Service. Mr Sit Tung briefed Members that upon receiving ten new applications for joining Core Applications in the second batch of BIP Scheme, there was a total of 36 applications involving 32 NGOs who indicated their interest to participate in the Core Applications Project (CAP). HKCSS had agreed to take care of these additional ten applications and had included the additional requirements in the tender document. HKCSS had already completed the tender evaluation process and result would be announced upon endorsement of the Project Steering Committee (PSC) of the project.

[Post Meeting Note: HKCSS has awarded the tender to the Pacific Century Cyber Work (PCCW) on 30 May 2003.]

5. Miss Christine Fang supplemented that HKCSS had taken a bit longer time with the tendering work in order to ensure that the conditions set out in the tendering documents were in the best interest of the participating NGOs. With the endorsement of PSC, the tender result would be announced shortly. To

save time and ensure smooth implementation of CAP, HKCSS had required the prospective vendors to provide the cost estimate for NGOs joining under the second batch of BIP applications. In this regard, she believed that HKCSS could catch up with the implementation schedule. With regard to the tentative pricing from the vendors, the two most favourable tenders indicated possible reduction in both the capital cost and recurrent cost by 40% and 20% respectively as compared to the original estimate. HKCSS would organise a User Group Briefing on 16 May to inform the participating NGOs and other interested NGOs on the updated progress of CAP especially on the revised cost, and upcoming project implementation plan.

[Post Meeting Note: The User Group Briefing on 16 May 2003 was attended by 96 participants from 60 NGOs.]

6. The Chairperson recalled an enquiry raised by a Member of the Lotteries Fund Advisory Committee (LFAC) was whether the implementation schedule for the second batch could catch up with that of the first batch. Mr Kok Che-leung said that since the NGOs joining CAP under the second batch would have very similar user requirements in comparison with the first batch, the project would be implemented on schedule despite taking on ten more NGOs in the second batch. The Chairperson hoped that the project would proceed smoothly as planned and that the implementation schedule of the first batch would not be adversely affected by the inclusion of a second batch.

7. Mr Chan Wing-tai enquired if the funding parameter of waiving 20% of the project cost as agency contribution would be applied to those participating NGOs who, for one reason or another, subsequently selected other products in the market. Mr Sit Tung replied that according to the funding parameters endorsed by LFAC on 26 November 2002, if an NGO chose to adopt a product in the market instead of joining the CAP, they had to shoulder the 20% of the project cost as agency's contribution just as the other BIP applications did. These NGOs would not be given further grant to join CAP in the future to prevent double benefit. In case any NGO which had joined CAP but selected to withdraw from the CAP in future, no LF grants will be considered for this group of NGOs if they chose other HRM and FM solutions subsequently. Upon enquiry on the number of withdrawn case in this regard, Mr Kok Che-leung said that so far there was no such case.

8. Mr Alex Ma suggested that CAP could be developed on a modular basis such that modules of different functions could be used flexibly and cost-effectively. NGOs of smaller scale would probably benefit from this

approach as they might not require the full functions developed under CAP. A typical example would be a module on leave application. Ms Shirley Kiang said that HKCSS would discuss with the awarded vendor to explore an affordable solution for small NGOs, which had simple function requirements for HRM or FM.

### **Business Improvement Projects**

9. At the meeting, Members deliberated on four BIP applications and offered their advice for the further processing of the funding request to LFAC for consideration.

### **Any Other Business**

10. Mr Chan Wing-tai enquired about the progress of the project on NGO CIS. Mr Sit Tung said that before taking forward the project on NGO CIS, SWD would have to consider the impact of service rationalization on the family services in accordance with the findings of the Family Service Review as this might affect the scope of NGO CIS.

11. There being no other business, the meeting was adjourned at 12:15 p.m.

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Social Welfare Department  
June 2003