

**Minutes of the Twelfth Meeting of  
the Joint Committee on Information Technology  
for the Social Welfare Sector held at 4:00 p.m. on 26 August 2005**

Present: Mr Paul Tang (Chairperson)  
Miss Nancy Law  
Mr Sit Tung  
Mr Alex Ma  
Professor Chan Wing-tai  
Dr Law Chi-kwong  
Mr Kang Tsi-kit  
Mr Leung Wai-fung, Joseph  
Mr Ma Chiu-tong, Nigel  
Ir Li Wai-lim, William  
Mr Lam Bing-chun (Secretary)

Absent with apology: Ms Peggy Leung  
Mr Chong Chan-yau

In attendance: Mr Kok Che-leung  
Mr Li Kam-chiu  
Ms Gladys Tsui  
Mr Fu Tsun-hung  
Mr Joseph Man (for agenda item 1 only)  
Ms Yuen Tsz-kit (for agenda item 1 only)  
Mr Danny Chow (for agenda item 1 only)  
Mr Edmond Keung (for agenda item 4 only)

### **Opening Remarks**

The Chairperson thanked all existing Members for their consent to serve on the Joint Committee on Information Technology for the Social Welfare Sector (JCIT) for another two years starting from May 2005. He also welcomed new Members, Mr Nigel Ma of the Tung Wah Group of Hospitals, Ir William Li of the Vocational Training Council and Miss Nancy Law, the Deputy Director of Social Welfare (Administration), who attended the meeting for the first time.

## **Project sharing – The Human Enterprise Care Network System by the Hong Kong Sheng Kung Hui Welfare Council**

2. The Chairperson welcomed Mr Joseph Man, Ms Yuen Tsz kit and Mr Danny Chow of the Hong Kong Sheng Kung Hui Welfare Council (HKSKHWC) and invited them to present the Human Enterprise Care Network (HeCAN) System supported by the JCIT in June 2002. Mr Joseph Man briefed Members on the background of the organization and Mr Danny Chow gave an overview of the HeCAN System.

(Mr Joseph Man, Ms Yuen Tsz kit and Mr Danny Chow left the meeting at this juncture.)

### **Confirmation of Minutes of the Last Meeting**

3. The draft minutes of the 11<sup>th</sup> meeting were confirmed without further amendment.

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

#### Paragraph 2: Client Information System (CIS)

4. Mr Sit Tung informed Members that the meeting with agency heads or their representatives of NGOs operating Integrated Family Services Centres (IFSCs) was held on 4 March 2005. The attendees in general supported the proposed implementation approach of the CIS, which would tie in with the SWD CIS, and the formation of a Task Group to proceed with the project at working level. The first Task Group meeting would be held in September 2005.

#### Paragraph 3: 3<sup>rd</sup> Batch of Business Improvement Project (BIP)

5. The Secretary reported that the vetting of the two outstanding information technology (IT) related proposals of the 3<sup>rd</sup> Batch BIP was completed. One BIP application was returned to the agency due to inadequate information and justification. Another BIP application was postponed to the 4<sup>th</sup> Batch for further examination pending supplementary information to be provided by the agency.

6. With regard to the 4<sup>th</sup> Batch BIP, the Secretary informed the meeting

that NGOs were allowed to submit application any time within the year, which was different from previous practice with two rounds of invitation and pre-set deadlines. Up to present, there was only one BIP proposal submitted and it was returned to the agency due to insufficient information.

7. The Secretary reported that one agency had applied for withdrawal of its Web-based Integrated IT System and Human Resource System approved by the Lotteries Fund Advisory Committee (LFAC) in June 2003. The withdrawal was triggered by the termination of the contract by the selected contractor. The agency had confirmed that they would not proceed with the project at its original form. All costs paid would be absorbed by the agency.

Paragraphs 4 - 6

8. The funding application for the BIP proposal made by the Hong Kong Society for the Aged was endorsed by the LFAC on 22 March 2005.

Paragraphs 23 - 29

9. The Secretary reported that the template on the IT plan of individual NGO had been incorporated in the revised Guidance Notes on Application for IT related Projects (Guidance Notes). The Lump Sum Grant Steering Committee endorsed the Guidance Notes at its meeting on 31 January 2005.

10. The Secretary further informed the meeting that invitation for another round of application for the IT Advisors Scheme, targeting for those NGOs with 50 to 300 staff members, was sent out in early May 2005. Four IT professional bodies participated in the Scheme and applications from three NGOs were received. The matching process was near to completion.

Paragraphs 30 - 38

11. The funding application for the BIP proposal made by HKCSS was endorsed by the LFAC on 22 March 2005.

### **Progress Report on the Implementation of the Core Applications Development Project (CAP) on Human Resource Management (HRM) and Financial Management (FM) for Non-governmental Organisations**

12. The Chairperson referred Members to Paper JC 6/05 and invited Mr Edmond Keung to report the progress of the implementation of CAP.

13. Mr Edmond Keung updated Members of the progress on Batch 1, 2 and

3 CAP and highlighted the key points in the progress report. He supplemented that one NGO had decided to withdraw from CAP-HRM despite the agency having rolled out the system. HKCSS would follow up the case according to the funding parameters and submit separate report on the details in due course.

14. Mr Edmond Keung informed the meeting that HKCSS had received many requests for change from Batch 1 and 2 NGOs. HKCSS would assess the cost effectiveness of these changes and their impact on the organisations before exploring with SWD the possibility of applying for a supplementary LF grant to handle the changes.

15. Mr Edmond Keung said that HKCSS had received some enquiries from interested NGOs and would make an effort to further promote the use of CAP in the welfare sector.

16. In response to Mr Alex Ma's enquiry, Mr Edmond Keung reported that the specifications for Batch 3 in the tender was drafted on the basis of the core system of Batch 1 and 2 CAP. Dr Law Chi-kwong supplemented that HKCSS would not exclude proposal of new database engine. However, HKCSS would critically assess its impacts on data migration, maintenance and additional recurrent costs during tender evaluating.

17. Mr Kok Che-leung reported that the LFAC had endorsed the suggestions for handling the withdrawal cases made at the last JCIT meeting at its meeting held on 22 March 2005. Those NGOs applying for joining Batch 3 CAP had been informed of the decisions of the LFAC and the revised funding parameters.

18. Mr Kok Che-leung further informed Members that among the six NGOs which had applied for withdrawal from Batch 1 and Batch 2 CAP, five had confirmed their acceptance of the amount to be deducted from the ceiling of \$4 million under the BIP Scheme.

19. The Chairperson reported that the LF grant for implementing Batch 3 CAP had been endorsed by the LFAC on 22 March 2005.

### **Any Other Business**

20. There being no other business, the meeting was adjourned at 4:45pm. The Chairperson informed Members that the JCIT meeting might not be held as frequently as before in view of the foreseeable decrease in the number of BIP applications. The next meeting would be held in January 2006 tentatively with

a date to be fixed.

Social Welfare Department  
September 2005