

**Minutes of the Twentieth Meeting of  
the Joint Committee on Information Technology (JCIT)  
for the Social Welfare Sector held on 26 January 2011**

Present : Mr Nip Tak-kuen, Patrick (Chairperson)  
Mr Fung Pak-yan  
Ms Lorensa Mak  
Mr Lam Wai-kiu, Victor  
Mrs Leung Tsang Po-wan, Paula  
Dr John Fung  
Ir Li Wai-lim, William  
Mr Man Hung-yee, Joseph  
Dr Edith Mok  
Dr Ting Wai-fong  
Mr Kwong Chong-ki  
(Secretary)

Absent with apologies : Prof Helen Meng  
Mr Nigel Ma  
Ms Patty Wong

In attendance : Mr Philip Tang  
Mr Timothy Cheng  
Mr Leung Pui-kei

### **Opening Remarks**

The Chairperson extended welcome to all Members, in particular Dr John Fung who attended the meeting for the first time and Ms Lorensa Mak is doubling the post of P(IST).

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

2. The minutes of the 19<sup>th</sup> Meeting were confirmed without amendment.

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

### Paragraph 3: The Information Technology (IT)-related Business Improvement Project (BIP)

3. The Secretary reported that there were four IT-related BIPs still under implementation as at January 2011. They were the Financial Management System for the Richmond Fellowship, the Bulk Purchase System for the Fu Hong Society; and the Financial Management System and the Human Resource Management System for the Hong Kong Society for the Protection of the Children. All of them were running smooth and would be completed by the end of 2011.

### Paragraph 27: Implementation of the Third Batch of the CAP on HRM and FM for NGOs

4. The Secretary reported that all of the reimbursement arrangement were completed. The total approved allocation was about \$17.7 million while the actual expenditure was about \$15 million. The e remaining balance of about \$2.7 million would be returned to the Lottery Fund.

## **Agenda Item 3 –Progress of the IT-related Applications under the Phase 1 of the Social Welfare Development Fund (SWDF) (Paper JC 1/11)**

5. The Chairperson invited Ms Lorensa Mak to present the Paper.

6. Ms Lorensa Mak highlighted that 97 NGOs had submitted IT-related applications under Phase I of the SWDF but five of them withdrawn for individual reasons. The remaining 92 applications with 187 IT-related projects had been vetted by Members by circulation of papers in six batches. Among them, six applicant NGOs with the applied amount exceeding \$3 million are requested by Members to make presentation in this meeting. Subject to Members' endorsement on the six applications, these 92 applications would be granted about \$70 million.

7. The 187 IT-related projects mainly fall into the categories of Human Resource Management System, Financial Management System, Membership System, Website development as well as various service delivery and capacity enhancement initiatives. Amongst these IT-related projects, 123 projects (66%) are new ones while 64 projects (34%) are either for re-development or enhancement purposes. Out of the 187 IT-related projects, 118 projects (63%)

are related to service delivery enhancement initiatives while 32 projects (17%) aim at developing or enhancing their corporate websites. There were a significant increase in the amount applied in the SWDF in comparison with the BIP and there were also more diversification in the project types.

8. In response to the various concerns from Members, the HKCSS and NGO sector, the ISTB has revised the application form and provided a guidance notes for the applicant NGOs' reference to facilitate future applications and the vetting process. In fact, the new application form and guidance note had been put into use in the second round application when the Department had invited the 48 NGOs which had not submitted application under the Phase I of SWDF. On the closing date for the second round application in January 2011, SWD had received 18 IT-related applications while one more application was under the SWD Subvention Branch's processing and would be passed to ISTB for vetting later. These 19 applications would be vetted by the Members in two batches with the vetting process similar to the first round vetting.

9. The Chairperson extended his appreciation and thanks to Members for their effort in vetting the first round applications and invited Members to express their views on the Paper.

10. Mr Joseph Man showed appreciation to the Department's effort which had facilitated the vetting process a lot.

11. Dr John Fung inquired whether accessibility requirement should be enforced or encouraged in the IT projects relating to websites under the SWDF to facilitate the visually impaired in getting the relevant information.

12. In response to Dr John Fung's inquiry, Mr Victor Lam shared that the government websites conformed to the World Wild Web Consortium's (W3C) "A" standard and can be used by most people with special needs. Some of the websites even reached the "AA" standard. Although the NGOs should try for the best in providing a hindrance free website for people with visual impairment, they might need to spend extra effort and resources to emulate with the government or higher standard.

13. The Chairperson questioned if the recurrent cost had significant financial implication to the NGOs other than the non-recurrent cost that could be supported by the SWDF. Mr Victor Lam briefed that the accessibility requirement mainly generated an one off implementation cost and the recurrent cost should not be significant. Mr Timothy Cheng supplemented that Dr John Fung's concern had been noted and conveyed to the concerned NGOs during the

first round vetting process. Some of the applicant NGOs were willing to fulfill the requirement but some expressed their difficulty due to the financial limitation. Ms Lorensa Mak added that the revised application form and guidance notes had highlighted the accessibility requirement for NGOs' consideration. The Secretary informed that all of the second round NGO applicants indicated that they would comply with the accessibility requirement. The Chairperson agreed that the accessibility requirement should be considered.

14. Ir William Li commented that the accessibility requirement should more or less have financial implication on the maintenance cost as it was usually a certain percentage of the project cost. Besides, encouragement on the compliance of the accessibility requirement appeared to be good enough. For NGOs having difficulty in th

15. he compliance, serving the needy customers individually might be more cost effective according to his own experience.

16. The Chairperson asked the Secretary to conclude the experience in the first round projects' experience and suggest amendment as appropriate in the accessibility requirement issue.

#### **Agenda Item 4 –Vetting of the Applications for Social Welfare Development Fund Proposed by Six Non-Governmental Organisations for the Implementation of Information Technology-Related Projects (Paper JC 2/11)**

17. At the meeting, Members deliberated on six applications for Social Welfare Development Fund proposed by six non-governmental organisations for the implementation of Information Technology-related projects and offered their advice for the further processing of the funding request to LFAC for consideration.

#### **Any Other Business**

18. There being no other business, the meeting was adjourned at 5:30 pm. The next meeting would be held with a date to be fixed.