

**Minutes of the 33rd Meeting of the
Joint Committee on Information Technology (JCIT)
for the Social Welfare Sector held on 17 February 2021 (By Zoom)**

Present :

Mr Gordon leung, JP (Chairperson)
Mr Kok Che-leung
Mr Lam Bing-chun
Ms Lam Bun-ngee
Mr Boer Chan
Mr Jeff Fong
Mr Lee Chang-pui, Tony
Ms Chan Siu-lai
Ms Fung Dun-mi, Amy
Ms LAM Shook-fun, Maria
Mr Chan Kwong-leong, Raymond
Mr Chan Wing-kin, Tony
Mr Cheng Siu-hong, Raymond
Mr Lee Kwok-kee, Kelvin
Mr Leung Kin-man, Michael
Mr Ma Kam-wah, Timothy
Mr Philip Wong

Mr Pang Yu-on (Secretary)

In attendance :

Ms Loletta Lo
Dr Ng Chi-kwong
Ms Chan Nga-yin, Hellas

Absent with apology:

Dr Choi Yi-king
Dr Hung Suet-lin, Shirley

Welcome Remarks

The Chairperson welcomed Members to the meeting.

Agenda Item 1 – Confirmation of the minutes of the last meeting

2. The Chairperson reported that the minutes were sent to Members on 10 September 2020. Other than a few textual refinement, which have been incorporated in the minutes, no further amendment were received. The minutes of the 32nd Meeting were confirmed with no further comments from Members.

Agenda Item 2 –Matters Arising from the Minutes of the Last Meeting

3. The Chairperson shared that the matters arising from the minutes of the last meeting would be covered by the agenda items for further discussion.

Agenda Item 3 –Progress of the Information Technology Projects Funded under the Social Welfare Development Fund (Paper JC 1/2021)

4. The Chairperson invited Mr Pang Yu-on, the Secretary to report the progress of Social Welfare Development Fund (SWDF) projects. Mr Pang referred Members to the paper and updated the latest implementation progress.

5. Mr Ma Kam-wah, Timothy asked about the deadline of the extended SWDF projects. Mr Pang explained that all SWDF projects were expected to be completed within a 3-year timeframe counting from the date of endorsement by the Lotteries Fund Advisory Committee. As SWDF were sourced from Lotteries Fund, there was also a 4-year timeframe set for projects under Lotteries Fund Manual. Hence, it was expected that all the approved IT projects would be completed by 2022-23. The Chairperson advised that the concerned NGOs should be alerted to complete the projects within the revised schedule.

6. Ms Chan Siu-lai enquired whether there would be further SWDF for IT development for NGOs. Ms Lam Bun-ngee shared that the Review on Enhancement of Lump Sum Grant Subvention System was being conducted. One of the initial recommendations of the Review was to, subject to the availability of resources, set up a Central Item for NGOs to apply for financing projects on staff training and professional development, system upgrading and studies on service enhancement. The Chairperson supplemented that it was a direction for the moment and subject to the comments and support from concerned Bureaux.

Agenda Item 4 - Progress of the Pilot Project of Information Technology Security Audit for the Non-governmental Organisations of the Welfare Sector in Hong Kong

7. The Chairperson invited Mr Ricky Fung and Mr Alex Wong of ITRC, and Mr Johnny So, Ms Becca Leong and Mr SC Leung of the Hong Kong Productivity Council (HKPC) to join the meeting to present the progress of the pilot project.

8. Mr Ricky Fung reported the progress of the pilot project and gave a brief introduction of the IT security practice guide with a PowerPoint presentation. He updated that 20 NGOs had completed the pre-scanning and penetration tests and they targeted to complete the pre-scanning for the remaining two NGOs by March 2021. Mr Fung supplemented that guidance would be offered to NGOs for completing an assessment and scoring which would then recommend the security level and measures to be adopted.

9. In response to the enquiries of Ms Lam Shook-fun, Maria, Mr Fung responded that NGOs would be requested to put forth the IT security measures recommended after the pre-scanning exercise. NGOs became more aware of the importance of IT security and started to formulate IT security policy through the implementation of the project. Mr Lam Bing-chun furthered that when vetting SWDF applications, NGOs were requested to conduct SRAA and Privacy Impact Analysis (PIA) for projects involving personal data. The pilot project would look into the process NGO followed through in implementing the security measures. It was expected that the final evaluation report would also set out the resources required for the participating NGOs to implement the baseline security requirements.

10. Ms Fung Dun-mi, Amy asked what the most essential factor affecting the NGO's achieving the baseline security requirement was. Both Ms Fung and Mr Lee Kwok-kee, Kelvin opined that NGOs tended to put focus on system development and operation rather than executing security measures and this might be due to resource constraint. Mr Ma Kam-wah, Timothy pointed out that the pilot project should differentiate recommendations for NGOs of different sizes.

11. Mr Cheng Siu-hong, Raymond asked whether HKPC could deliver cost-effective SRAA services to NGOs. Mr SC Leung of HKPC replied that the pilot project achieved cost-effectiveness by adopting group purchase approach. Mr Leung added that IT security practice guide provided a standardised reference for NGOs for bench marking security practices for the welfare sector. Mr Lam Bing-chun expected the project would help to

explore cost-effective model to help small and medium NGOs to carry out scanning and security measures. Mr Fung assured Members that the project would cover the concerned areas.

12. Mr Leung Kin-man, Michael shared his concern on emergency responses to affected systems as many NGOs did not have IT security staff to handle such emergency. Mr Fung agreed that the project evaluation would cover such aspect.

13. The Chairperson rounded up that the pilot project would be completed by December 2021. There being no further comment, representatives of ITRC and HKPC left the meeting at this juncture.

Agenda Item 5 - The Final Report of the Review of IT Strategy for the Social Welfare Sector (Paper JC 2/2021)

14. The Chairperson invited project team members of the NewTrek System Limited (the Consultant), including Mr Li Yat-chuen, Project Coordinator, Mr Kevin Ng, Team Leader, and Ms Connie Kwan, Lead Consultant, to join the meeting. Mr Kevin Ng presented the final report of the Review, and introduced the recommendations made in the report by means of PowerPoint presentation.

15. Mr Kevin Ng then briefed the contents of the Project Evaluation Report, with highlight on significant issues encountered during the course of conducting the Review and the lesson learnt. The report would be submitted to Members for consideration after the meeting.

(Post-meeting note: The Project Evaluation Report was finalised and sent to Members on 23 February 2021 for comments. With no further comments from the Project Steering Committee and this Committee, the report was endorsed.)

16. The Chairperson invited Members to share their views on the findings and recommendations in the report.

17. Ms Fung Dun-mi, Amy and Ms Chan Siu-lai showed concerns on the priority, action plan and the timeline set for the implementation of the recommendations in the report.

18. Mr Cheng Siu-hong, Raymond and Mr Ma Kam-wah, Timothy commented that IT security should not be limited to the level of awareness and the implementation of security measures should also draw reference from the evaluation of the Pilot Project on IT Security Audit discussed earlier in the

meeting. Mr Cheng opined that continual training in IT security should be offered to NGOs and he expected it to attain a certain standard level.

19. Ms Lam Shook-fun, Maria raised concern on how NGOs should proceed implementing the IT Strategy with insufficient manpower and financial resources. Mr Ma Kam-wah, Timothy pointed out that small NGOs had difficulties in retaining IT manpower due to limited resources. He further remarked that the social work curriculum in tertiary institutions ought to be revisited to include IT training, such as risk management and project management. Mr Cheng Siu-hong, Raymond pointed out that humanware was very important and effort should be focused on the development of IT talents to work in the social welfare sector.

20. Mr Chan Kwong-leong, Raymond commented that the sharing of source codes for application development among NGOs was uncommon, especially among those small and medium ones. Mr Lee Chang-pui, Tony viewed that NGOs of different sizes were having different environments and challenges. In order to achieve synergy, he recommended setting up a common platform to accommodate some basic IT applications for sharing among NGOs. This could be especially helpful for small NGOs. Ms Chan Siu-lai strongly supported the strategy for enabling common application development and suggested a leading party to coordinate the task. Mr Ma Kam-wah, Timothy expressed that individual NGO's daily operation was service specific and might not apply to other NGOs. He also agreed that the social welfare sector needed not reinventing the wheel if similar systems were already in operation in the field.

21. The Chairperson invited the Consultants to respond to the comments and questions raised by JCIT members. Mr Kevin Ng said that though the report did not explicitly state the sources of IT talents, he believed that IT talents for social welfare sector could be developed through curriculum re-design in academic institutions.

22. Concerning the sharing of open source codes, Mr Kevin Ng considered packaged approach, which included licences, software and training materials, should be adopted. Regarding the priority set for implementing the IT Strategy, Ms Connie Kwan viewed that many NGOs, especially small ones, regarded themselves as service providers and put service delivery as top priority. They showed little concern for adoption of new technology to drive service delivery due to the lack of knowledge and training. Ms Connie Kwan added that the adoption of new technologies could be more effective with the assistance of some facilitators. She opined that vendors and IT teams of large NGOs could be helpful in this respect.

23. The Chairperson invited Mr Lam Bing-chun to brief Members about the follow up action of SWD. Mr Lam shared that SWD planned to form a task group with representatives from various fields, including academic institutions, research and development (R&D) institutes, IT and welfare sector. The task group would serve as a platform for exchanging ideas and would focus on areas including knowledge management, new technologies adoption, and common IT applications to be developed in the welfare sector. The task group would formulate action plans, making proposals and explore funding model for taking forward these proposals.

24. The Chairperson rounded up the discussion and shared that the task group aimed at devising plans to enhance the IT capability of the welfare sector. He expected that the development should be an on-going process. In view of the diversity of NGOs of different sizes, he believed that the Review could provide some information on their respective needs for the formulation of appropriate action plans.

(The Consultants left the meeting at this juncture.)

25. The Chairperson asked for Members' endorsement of the final report. Mr Ma Kam-wah, Timothy proposed endorsement of the final report and Members agreed. The final report was endorsed by JCIT.

Agenda Item 6 – Any other business

26. The Chairperson invited the Secretary to brief Members on the Member Self-recommendation Scheme for Youth (青年委員自薦計劃) - Phase IV. The Scheme was for Young People, aged between 18 and 35, to nominate themselves to join the committee work of the Government. The Scheme has been running since 2017. For Phase IV, JCIT would be one of the committees that intake young people as members. Through open recruitment and interview board selection, two young people would be appointed to join JCIT in later part of 2021. Mr Leung Kin-man, Michael has kindly agreed to be one of the Recruitment Board member together with Mr Kok Che-leung, DD(A) to oversee the recruitment arrangement under SWD while an Assessment Panel would be formed with composition of official members from SWD and members of JCIT to conduct the recruitment interviews. The Home Affairs Bureau (HAB) led the Scheme and detailed arrangement would be announced in due course.

27. There being no other business, the meeting was adjourned at 17:50 pm.

Agenda Item 7 - Date of Next Meeting

28. The date of the next meeting would be fixed in due course.

Social Welfare Department
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