

**Minutes of the 38<sup>th</sup> Meeting of the  
Joint Committee on Information Technology (JCIT)  
for the Social Welfare Sector held on 25 February 2025**

Present: Mr Edward TO Wing-hang, JP (Chairperson)  
Ms Wong Yin-yee, JP  
Ms Sit Wing-lin, Eveline  
Ms Lui Ka-wing  
Mr Jeff Fong  
Ms Kwan Wing-yin, Wendy  
Ms Chan Siu-lai  
Mr Cheng Siu-hong, Raymond  
Dr Danny Chow  
Ms Chu Lai-ling  
Ms Ho Mei-yee, Joyce  
Mr Lee Kwok-kee, Kelvin  
Mr Ma Kam-Wah, Timothy, MH, JP  
Mr Tam Kin-lok, Luke  
Mr Tang Man-chun, Sky  
Ms Elsie Tsang

Ms Chan Nga-yin, Hellas (Secretary)

In attendance: Mr Jeffrey Fung  
Mr Wong Kwok-ho, Ben  
Ms Poon Hau-yuk

Absent with apology: Miss Chow Tsz-ki  
Ms Lam Shook-fun, Maria  
Mr Philip Wong

**Welcome Remarks**

1. The Chairperson welcomed Members to the meeting, in particular the two new Members, namely Ms Kwan Wing-yin, Wendy, Assistant Commissioner (Common Services and Sourcing), Digital Policy Office (DPO), and Ms Elsie Tsang, Executive Manager, Charities (Talent and Sector Development), The Hong Kong Jockey Club (HKJC) who replaced Mr Jason Pun and Ms Ada Chu respectively. Apologies were received from Ms Chow Tsz-ki, Ms Lam Shook-fun, Maria and Mr Philip Wong for being unable to attend this meeting.

The Chairperson also expressed gratitude to Ms Chan Siu-lai, Ms Lam Shook-fun, Maria and Mr Ma Kam-Wah, Timothy for their contributions to the JCIT because they would retire from JCIT upon completion of their service for three terms on 30 April 2025.

### **Agenda Item 1: Confirmation of the minutes of the last meeting**

2. The Chairperson said that the draft minutes of the last meeting had been sent to Members on 20 June 2024. The Secretariat received a textual refinement which had been incorporated in the revised draft minutes and sent to Members on 18 February 2025. The minutes were confirmed without further amendments.

### **Agenda Item 2: Matters Arising from the Minutes of the Last Meeting**

3. The Chairperson said that the implementation progress of the Dedicated Fund as mentioned in paragraph 9 to 13 of the minutes of the 37<sup>th</sup> meeting would be reported in Agenda Item 3.

### **Agenda Item 3: Progress of Implementation of the Dedicated Fund (DF) - Paper JC 1/2025**

4. The Chairperson invited Ms Eveline Sit to report the implementation progress of the DF, as detailed in Paper JC 1/2025 with highlights as follows –
  - (a) The DF was launched in late May 2024. Having incorporated views and suggestions from the sector collected through various channels, the DF was implemented with streamlining application procedures, enabling e-applications and introducing flexibility in the timing and frequency of applications so as to allow NGOs to apply at their own pace according to their development needs. NGOs were allowed to allocate up to 40% of the places in training programmes to non-subsent staff members, as well as opening up online training programmes to staff from other NGOs that did not operate subsent welfare services. Under the DF, NGOs were exempted from conducting cost apportionment, and the requirement to bear 15% of the cost for implementing IT projects was waived. To promote synergy and effective use of resources, additional funding to cover administrative expenses for NGOs responsible for coordinating

applications for the joint development of common IT systems was supported;

- (b) The funding categories, provision and scope of the DF were introduced to Members. Funds were earmarked from the DF for NGOs to apply for organising Mainland exchange tours, national studies programmes and specified training, with IT security training as one of the training topics in 2025, and the funding to be allocated would not be counted against the agency-based funding;
- (c) To provide focused and enhanced support to NGOs, a briefing session, four exchange sessions specially catered for small to medium sized NGOs, and two sharing sessions each with 250 participants, covering different topics catering for the specific needs of NGOs, were held between July 2024 to February 2025. All sessions were well received by the participants who were grateful that they were provided with useful tips and guidance on IT project planning and management, IT security and data protection, and preparation of proposals and procurement documents;
- (d) To assist NGOs in making applications for IT projects, SWD had assigned designated staff to answer their enquiries. Moreover, useful information such as Guidance Notes on Application, FAQs and information related to procurement/tendering, had also been uploaded onto the NGO IT Information Portal in SWD's website for NGOs' reference;
- (e) As at 10 February 2025, SWD received 23 IT project proposals from 18 NGOs covering different application systems, and security risk assessment and audit. In processing the applications, SWD rendered advice and support through meetings and telephone discussions with individual applicant NGOs. Among these 23 applications, four applications had been approved whereas the remaining proposed projects were pending supplementary information and review by the applicant NGOs. Views from Members had been sought through circulation and conveyed to the concerned applicant NGOs for reference in implementing the approved projects; and
- (f) The NGOs with funding granted for implementing IT projects were required to submit interim reports and overall evaluation reports on their

funded IT projects to SWD, with funding allocation of subsequent years subject to progress of project implementation. NGOs receiving the funds were required to disclose the utilisation of the DF in the notes to their annual audited financial statements. SWD would also conduct regular reviews on the implementation and utilisation of the DF to ensure that the NGOs had effectively utilised the DF to achieve the intended objectives, and met the performance indicators of the projects.

5. Members' views towards the implementation progress of the DF were summarised as follows -
  - (a) A member cited the second phase of a project funded by The Hong Kong Jockey Club Charities Trust and administered by the Hong Kong Productivity Council (HKPC) which aimed to build up the awareness and capacity of the NGOs in conducting organisational check, enhance their capability in preparing project proposals and choosing a suitable IT solution that suited the organisational needs, and provide free IT consultancy services and project management support to NGOs especially small ones. NGOs could utilise the said services for formulating their own IT roadmaps and obtaining consultancy advice and practical support in devising their IT proposal before applying the DF;
  - (b) A member suggested that, in the long run, IT application might be incorporated in the curriculum of social work programmes to enhance students' early IT awareness and knowledge, with a view to facilitating their IT application at work to benefit service users and enhance work efficiency. SWD shared that under the provision of DF, NGOs could involve non-subvented staff of the NGOs not exceeding 40% of the total number of enrolled participants to join the approved training programme and open up online training programmes to other NGOs that did not operate subvented welfare services at no additional cost, which in turn could benefit the social work students attending placements in the welfare sector. Also, the suggestion would be conveyed to the Advisory Committee on Social Work Training and Manpower Planning with membership from training institutions providing social work programmes;
  - (c) SWD had summarised the enquiries of NGOs as FAQs and uploaded the same onto the webpage of the DF on SWD's website for NGOs' reference. Regular updating of the FAQs would be arranged;

- (d) A member showed appreciation to SWD for encouraging NGOs to submit joint project applications under DF, and suggested that the SWD might introduce some common open-source systems that were generally suitable for NGOs. Members deemed that knowledge sharing among NGOs, such as booths manned by NGOs, and introduction of resources such as the consultancy service of HKPC, would definitely benefit NGOs. Recognising the importance of sharing of good practice, SWD reassured members that on-going sharing by NGOs on their project information and experience in project planning and management would be arranged;
  - (e) A member further suggested the DPO to consider including IT projects under the DF as one of the Hong Kong ICT award categories. While Ms Kwan Wing-yin, Wendy noted the suggestion and would explore the feasibility, she encouraged NGOs to join the existing award category; and
  - (f) A member showed appreciation to SWD's dedicated efforts in implementing the DF and further suggested to consider setting indicator(s) for the IT projects to ensure project quality, and assess the capabilities of the NGOs. SWD shared that a monitoring mechanism was already in place, and continuous review would be conducted on the utilisation of the DF through various means.
6. The Chairperson thanked Members for their recognition and support of the DF, their expert advice on the applications as well as their views and suggestions on the implementation of the DF. The Chairperson appealed for Members' assistance to promote the DF.

#### **Agenda Item 4: Any other business**

7. There being no other business, the meeting was adjourned at 12:55 p.m.

#### **Agenda Item 5: Date of Next Meeting**

8. The date of the next meeting would be scheduled in due course.