

**Minutes of the 40th Meeting of the
Joint Committee on Information Technology (JCIT)
for the Social Welfare Sector held on 5 March 2026**

Present: Mr To Wing-hang, Edward, JP (Chairperson)
Ms Kwan Shuk-yee, Nancy, JP
Ms Sit Wing-lin, Eveline
Mr Kam Kwok-ming, Kevin
Mr Fong Man-keung, Jeff
Ms Kwan Wing-yin, Wendy
Mr Cheng Siu-hong, Raymond
Ms Chiu Wai-yin, Louisa
Ms Chu Lai-ling, MH
Dr Danny Chow
Ms Ho Mei-yee, Joyce
Ms Lee Yuen-sum, Joyce, MH
Mr Tam Kin-lok, Luke
Mr Wong Tak-shing, Philip
Ms Poon Hau-yuk (Secretary)

In attendance: Mr Fung Kar-fei, Jeffrey
Mr Wong Kwok-ho, Ben
Miss Law Nga-chi, Sarah

Absent with apology: Miss Chow Tsz-ki, Purple
Ms Elsie Tsang
Mr Lee Kwok-kee, Kelvin
Mr Szeen Pok-yung, Chester
Mr Tang Man-chun, Sky

Welcome Remarks

1. The Chairperson welcomed Members to the meeting and expressed gratitude to Mr Cheng Siu-hong, Raymond, Mr Wong Tak-shing, Philip and Mr Lee Kwok Kee, Kelvin, who would retire from JCIT upon completion of their six-years' service by 31 May 2026, for their contributions to JCIT during their tenures.
2. Apologies were received from Miss Chow Tsz-ki, Purple, Ms Elsie Tsang, Mr Lee Kwok-kee, Kelvin, Mr Szeen Pok-yung, Chester and Mr Tang Man-chun, Sky for being unable to attend this meeting.

Agenda Item 1: Confirmation of the minutes of last meeting

3. The Chairperson said that the draft minutes of the last meeting were sent to Members on 11 February 2026. As no comments had been received from Members, and the minutes were taken as confirmed.

Agenda Item 2: IT Project presentation/sharing

4. Two projects were presented to Members. Ms Eveline Sit provided background information on the first sharing on the “Development of a New PPI (Pre-Primary Institutions) (PPI) Service Management System” by Christian & Missionary Alliance Social Services Limited (CMASS). With the Dedicated Fund (DF) of \$216,000 approved in June 2025, CMASS successfully completed the project in December 2025. The project involved the development of a new web-based PPI service management system for use by their staff serving 18 PPIs. CMASS had presented its project in the Sixth Sharing Session organised under the Experience Sharing Platform for IT Projects of the Social Welfare Sector on 28 January 2026, receiving very positive feedback from the participants. The Chairperson invited Ms Ma Suk-ching, Shirley, Service Coordinator (Children Service) of CMASS, to share the project.
5. Ms Shirley Ma shared the insights gained from project implementation and responded to Members’ questions regarding planning for implementation, building team consensus, supporting colleagues during transitional period, and establishing contingency plan for emergency situations such as when colleagues were unable to access the system. She emphasised the importance of thorough preparation, setting of appropriate schedule suitable for their service delivery, effective communication with teammates and contractors during implementation, and arrangement of regular data backup. She also expressed her appreciation for the support and advice rendered by the Information Systems and Technology Branch (ISTB) of the Social Welfare Department (SWD).
6. To further enhance security and user experience, a Member suggested adopting “iAM Smart” of the Government to facilitate system login in. Ms Shirley Ma welcomed this suggestion, which would be considered in future system enhancements. There were no further comments from Members, and the Chairperson expressed gratitude to Ms Shirley Ma for her sharing.

7. Ms Eveline Sit then provided background information on the second sharing on the “System Enhancement of Human Resource Management (HRM) System and Inventory System” by Hong Kong Christian Mutual Improvement Society (HKCMIS). With the DF of \$49,500 approved in December 2024, HKCMIS successfully completed the project in February 2025. The project involved development of a staff training module within the existing Human Resources Management System for recording training activities, as well as implementing an inventory module within the existing Neighbourhood Elderly Centre System for registering, tracking and managing materials and physical assets at the HKCMIS’s Neighbourhood Elderly Centres. HKCMIS had presented its project in the Fifth Sharing Session on 15 July 2025, with very favourable feedbacks from the participants. The Chairperson invited Ms Chong Ping-ping, Bing, Executive Secretary, to share the project.
8. Ms Bing Chong presented the project details and shared the insights gained from the implementation. Members appreciated the project being successfully completed with a small budget, and asked about vendor selection, interface design, training for staff and arrangement of the Security Risk and Audit Assessment (SRAA).
9. In response, Ms Bing Chong elaborated on the tendering processes, emphasising the importance of providing comprehensive information about the existing system to potential vendors. She also shared that similar user interface of the current system was adopted to facilitate staff’s adjustment to the new system. The SRAA was intentionally scheduled to be performed together with other systems in one go to ensure a comprehensive and agency-wide security review.
10. The Chairperson expressed gratitude to Ms Bing Chong for her sharing of the IT project, which applied a human-centered approach on system design and implementation.

Agenda Item 3: Matters arising from last meeting

11. Paragraph 7: The Chairperson said that implementation progress of the DF would be reported in Agenda Item 4.
12. Paragraph 8(a): Ms Eveline Sit reported that Hong Kong Internet Registration Corporation Limited (HKIRC) and Hong Kong Productivity Council (HKPC) were invited to share at the Sixth Experience Sharing Platform for IT Projects

of the Social Welfare Sector on 28 January 2026. Details of the sharing session would be covered in Agenda 4. To utilise the resources and miximise the benefits, SWD would further make collaborations with different parties to tap into different expertise.

13. Paragraph 8(c): Ms Eveline Sit shared that the first joint application made by Hong Kong Southern District Women's Association Limited and OIWA Limited, namely “鄰里支援幼兒照顧服務統計系統”, was approved in November 2025, with project cost at \$551,650, including 3% of extra administration fee at \$16,050. This joint application from the two NGOs with the same application needs and common practice in service delivery would save the development cost and timing. The project was expected to be completed by August 2026.
14. Paragraph 8(d): Ms Eveline Sit informed Members that their advice at the last meeting on IT training themes under Specified Training Programmes (STPs) had been incorporated into the 2026 training themes. The theme covering “IT/data security, IT project management and AI applications” was specified in the “Scope of Dedicated Fund” in Annex 1 of the Guidance Notes on Application. The deadline for NGOs to apply for STPs was 30 April 2026.

Agenda Item 4: Progress of implementation of the DF - Paper JC 1/2026

15. The Chairperson invited Ms Poon Hau-yuk to report the implementation progress of the DF, as detailed in Paper JC 1/2026, with highlights as follows
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 - (a) As at late January 2026, SWD received a total of 98 applications, with 56 approved applications from 45 NGOs. One NGO withdrew its project after approval, with a view to revising the project scope before submitting another application. Disregarding the cost of this withdrawn project, the total amount for the 55 approved applications was \$51,561,081. Feedback from Members on these applications had been conveyed to the respective NGOs for consideration and follow-up. Among the remaining 42 applications, eight were withdrawn. ISTB was actively vetting the remaining 34 applications;
 - (b) NGOs were required to submit interim reports at halfway of their approved projects, and overall evaluation reports within three months after their project completion. Four more projects were completed and 17 interim reports were received after the last JCIT meeting.

According to these interim reports, six projects were behind the original schedule, and the concerned NGOs were required to report on their project progress and provide a further interim report to SWD. SWD would continue to monitor the progress of the approved projects and provide necessary assistance and advice;

- (c) To encourage and facilitate NGOs to make good use of the DF, SWD assigned designated staff to answer enquiries related to IT project applications. From August 2025 to February 2026, ISTB had conducted 52 online meetings with NGO applicants to discuss their applications. In addition to these meetings, ISTB staff maintained ongoing communication with the NGOs, with an average of three to four teleconference calls per application;
- (d) On 28 January 2026, SWD organised a sharing session through the Experience Sharing Platform for IT Projects of the Social Welfare Sector. Topics included cybersecurity and free support services for NGOs provided by HKIRC, as well as free consultancy services for NGOs under JCITNGO 2.0 delivered by HKPC. HKIRC not only presented information about malwares and phishing threats, but also offered a free website security health check for NGOs that registered early for the sharing session. The Hong Kong Down Syndrome Association, which had joined JCITNGO 2.0, shared the benefits it gained from the Programme. In addition, SWD supported NGOs by providing guidance on preparing interim and overall evaluation reports, while CMASS shared insights into the implementation of its IT project. More than 270 participants from over 100 NGOs participated in the sharing session. Feedback of the sharing session were very positive with satisfaction rate of 100%; and
- (e) To further support NGOs in developing and managing IT projects, SWD uploaded presentation materials in sharing sessions, as well as other relevant IT information, to the NGO IT Information Portal on SWD homepage. Information on approved IT projects under the DF was also uploaded to encourage sharing among NGOs. SWD would continue to support NGOs in developing and managing IT projects by organising experience-sharing sessions and disseminating relevant IT project and knowledge information for the social welfare sector.

16. Members' views towards the implementation progress of the DF were

summarised as follows -

- (a) Ms Eveline Sit shared that a number of participants of the latest sharing session expressed interest in understanding more about artificial intelligence (AI). In response, SWD was actively considering AI and its applications to be the theme of the next sharing session. Moreover, instead of online sharing, physical sharing would be arranged with demonstrations through exhibition booths to promote more interactions among participants and facilitate concrete understanding on AI from the AI vendors;
 - (b) Ms Wendy Kwan echoed that DPO had been advocating AI applications. She welcomed the idea of the next sharing session and would provide full support for the event. Ms Louisa Chiu also expressed her support and suggested the sharing session be considered to be held at the HKPC for free, where halls with various showcases would further facilitate the inspiration and engagement of NGOs. Ms Joyce Ho appreciated the idea of sharing AI applications which was the common interest of the sector, and suggested inviting companies that provided free AI tools for NGOs to join the session;
 - (c) Ms Louisa Chiu observed that among the 56 projects approved by the DF, approximately 26% of the NGO applicants had utilised the free consultancy services provided by JCITNGO. Some NGOs sought their consultancy and advice prior to submitting their applications, while other NGOs requested assistance in project implementation after their DF project applications were approved. HKPC would offer continued support to NGOs in this regard; and
 - (d) Ms Joyce Lee emphasised the importance of project management in the implementation of IT projects. She appreciated the support provided by SWD to NGOs during the DF application. She further revealed that many NGOs faced challenges in the tendering process, particularly in selecting a reliable contractor for the IT implementation. She opined that sharing successful experiences in contractor selection by NGOs would be beneficial for the sector.
17. The Chairperson reaffirmed SWD's commitment to supporting NGOs in their DF applications and encouraged NGOs to take the initiative to share their successful experiences among themselves, hence fostering synergy and

promoting collaboration and knowledge-sharing within the sector. He extended appreciation to Members for their comments and support.

Agenda Item 5: Any other business

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

Agenda Item 6: Date of next meeting

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

Social Welfare Department
May 2026