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12 May 2016

Mr Derek Lo
Chief Council Secretary (1)5
Legislative Council Secretariat
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong

Dear Mr Lo,

Follow-up to Finance Committee meeting on 29 April 2016

**Replacement of the Procurement and Contract Management System
and the Unallocated-Store Program
of the Government Logistics Department
FCR(2016-17)9**

During the discussion of the above item at the Finance Committee meeting on 29 April 2016, Members requested the Administration to provide supplementary information on two subjects. Our reply is set out below.
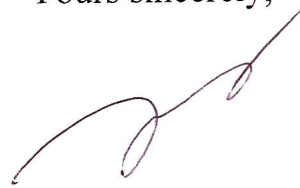
(1)   **Records of the Government Logistics Department (GLD)'s consultation with government departments on the user requirements for the replacement of the Procurement and Contract Management System**

GLD's response is at Annex A.

(2)   **The Innovation and Technology Bureau (ITB)'s views on redevelopment/ replacement of computer systems in the Government**

—   A paper prepared by ITB is at Annex B.

Yours sincerely,

(Frankie LUI)
for Secretary for Financial Services
and the Treasury

c.c.   Secretary for Innovation and Technology
        Government Chief Information Officer
        Director of Government Logistics

**Records of the Government Logistics Department (GLD)'s
consultation with government departments
on the user requirements for the replacement of
the Procurement and Contract Management System**

Before conducting a feasibility study for the replacement of the Procurement and Contract Management System (PCMS) in end 2014, GLD sent a questionnaire to all user bureaux/departments (b/ds) in April 2014 to seek their comments on their user requirements and expectations regarding the replacement system. Responses from 85 b/ds were received. GLD's memo to b/ds and a summary of their responses are at Appendices 1 and 2 respectively.

2. GLD subsequently convened a meeting with major b/ds on 9 May 2015 to better understand their user requirements. Notes of this meeting and a summary of the new user requirements raised by b/ds are at Appendices 3 and 4 respectively.

Government Logistics Department
May 2016

Redevelopment / Replacement of Computer Systems in the Government

Purpose

      This paper updates Members on the approach for redevelopment / replacement of computer systems used by Bureaux/Departments (B/Ds), and the roles of the Office of the Government Chief Information Officer (OGCIO) and the Innovation and Technology Bureau (ITB) in the exercise.

Background

2.   The Government strives to use information technology (IT) to deliver efficient and effective public services. With the increasingly fast changing technology environment and the unprecedented rising security threats nowadays, B/Ds need to be vigilant for timely redevelopment / replacement / upgrade of their computer systems especially those of mission critical nature such that the systems could sustain their original objectives. This also applies to major software products in use in these systems. Software products that are de-supported by the respective vendors would have security, maintenance and operational concerns.

3.   B/Ds, as owners of their computer systems, have the primary responsibility for managing the need for redevelopment / replacement of their computer systems in operation. They should plan for the redevelopment / replacement on a regular basis through the formulation of Departmental IT Plan (DITP).

4.   As the Government's IT advisor, OGCIO facilitates B/Ds in redevelopment / replacement of their computer systems throughout the planning stage, the funding stage and the implementation stage. These are described in the ensuing paragraphs. As policy bureau, the ITB provides policy support and necessary resources to OGCIO in exercising its functions. **For large scale IT projects taken forward by OGCIO which involve**

cross-bureaux inputs, ITB provides support in inter-bureaux coordination.

Planning of Computer Projects

5.   OGCIO encourages B/Ds to plan their IT requirements in a systematic and strategic manner to bring about operational improvements and service transformation.   B/Ds should draw up their own IT plans and update them as appropriate.   A DITP or an Information Systems Strategy Study (ISSS) should be put in place to guide the development path.   Projects conceived and planned under the DITP or ISSS should have clear linkages with the policy objectives, business direction and vision of the B/Ds concerned.

6.   The alignment of B/Ds' business and IT strategies is of utmost importance for meeting policy objectives, providing innovative and joined-up e-Government services, improving internal efficiency and accumulating staff knowledge.   Better sharing and interoperability of system components and data will also reduce redundant IT development and maintenance efforts and improve user experience.   To this end, **OGCIO promulgated the Government Technology and System Architectures (GTSA) framework in 2015 to ensure consistency and facilitating the planning, defining, maintaining and documenting the IT strategies across the Government.** In the longer term, this also facilitates sharing and reuse of common IT resources, application services and data within the Government.

7.   **To facilitate B/Ds to reap the full potential of IT investment, OGCIO has issued a *Management Guide on Business Case* for IT projects to facilitate B/Ds in submitting their funding applications.**   Expected benefits of the proposed projects and timeframe for realising such benefits should be included in the business case.

Funding for Administrative Computer Projects

8.   **The policy responsibility for overseeing the use of IT within the Government rests with the Government Chief Information Officer (GCIO).**

9.   *For projects each costing $200,000 or below*, the projects are

approved by individual B/Ds and funded through their respective operational expenses subheads under the General Revenue Account.

10. ***For projects costing above $200,000 but not exceeding $10 million each,*** **the projects are funded through a block allocation under CWRF Head 710 Subhead A007GX (Block Allocation) controlled by GCIO under delegated authority from the Financial Secretary.**

11. ***For projects costing above $10 million each***, **the projects are subject to the specific approval of the Finance Committee (FC) of the Legislative Council** and are to be funded under separate subheads of CWRF Head 710. The subject B/Ds, as the project owners of these major computerisation projects, are responsible for submitting funding proposals to the FC. **GCIO's clearance is required for the Panel paper and/or FC paper** before funding request for major project proposals is submitted to the FC of LegCo.

12. In scrutinising funding applications, **OGCIO will evaluate the business case of the benefits brought by the implementation of projects, the cost effectiveness, the business process reengineering opportunities, the project risk profile assessment and the implementation plan. OGCIO will also examine the common issues including data sharing and joined-up business processes opportunities, system interoperability, standardisation, best practices, and common shared services.** All these are conducive to ensuring a holistic, integrated approach for implementing / redeveloping / replacing computer systems.

Implementation of Computer Projects

Common Solutions and Services

13. **Recognising that there are solutions and services at both infrastructure and application levels which are generally needed across B/Ds, OGCIO has developed such common solutions and services for B/Ds' easy adoption and speedy deployment to avoid duplicated efforts.** These solutions and services include Open Source Departmental Portal and

e-Government Infrastructure Service with e-Payment solution.

Updating Best Practices

14.   **To facilitate B/Ds' implementation of computer systems, OGCIO has updated a set of best practices and guides on IT project delivery, covering various stages and activities, including but not limited to project planning and scoping, resources estimation, systems analysis and design, business analysis, system implementation and testing.**   Training on the above has also been arranged for B/Ds.

Acquisition of IT Products, Professional Services and Computing Resources

15.   Prolonged procurement exercise has been a commonly encountered problem in IT project delivery.   **To reduce the time and effort required in acquiring IT products and professional services, B/Ds can make use of the set of Standing Offer Agreements (SOAs), standard marking scheme and standard terms and conditions developed by OGCIO.**

16.   Moreover, **to facilitate faster delivery of IT services through streamlined procurement of IT computing resources, OGCIO has arranged several cloud services for B/Ds' acquisition** with consideration of the specific application and security requirements of their IT systems.   These cloud services include the Government Cloud Infrastructure (GovCloud) and public cloud services.

Project Governance

17.   **OGCIO's plays a supporting role in the governance of project implementation , particularly in respect of large scale, complex and high-risk projects.   Relevant measures includ**e -

    (a) **project risk profile assessment** is conducted for early identification of risks relating to the cost, scale and complexity and public relations impact of the project;

    (b) a three-tier governance mechanism is established for senior officers of

OGCIO to **participate in the project steering committee** of high-risk projects as IT advisor, to review the project organisation, progress against major milestones, and provide management advice where appropriate on the technical and industrial aspects; and

(c) a **regular reporting mechanism** is set up for OGCIO **to monitor the health status of all projects on a quarterly basis**. For projects identified to have health issues, i.e. those experiencing significant delays in achieving the major milestones, more frequent progress reports would be submitted to enable OGCIO to render timely advice.

Post Implementation Departmental Return

18.   **B/Ds are required to submit Post Implementation Departmental Return (PIDR) to OGCIO six months after the project is in operation for examination**. The PIDRs set out the actual achievements made and the reasons for any deviation from the planned achievements of the IT projects. This is to ensure that the Government's investment in the projects has attained its intended objectives in a timely and cost-effective way. The aggregated result of PIDRs is published in the Controlling Officer's Report of OGCIO as government-wide performance indicators in terms of percentage of IT projects completed on schedule, within budget, meeting specifications and delivering the claimed benefits.

Conclusion

19.   OGCIO and ITB will continue our efforts in advising and facilitating redevelopment / replacement of computer systems used by B/Ds.

Office of the Government Chief Information Officer
Innovation and Technology Bureau
May 2016

M E M O

From	Director of Government Logistics	*To*	Heads of Supplies Office in B/Ds
Ref.	(47) *in* GLD SA/23/35	*(Attn.*	)
Tel. No.	2231 5191	*Your Ref.* _____ *in* _____
Fax No.	2503 1165	*Dated* _____ *Fax No.* _____
Date	25 April 2014	*Total Pages*	1 + 7

Survey for Procurement and Contract Management System (PCMS) and e-Tender Box (ETB) Replacement

The PCMS and ETB have gone production for several years and it is time for planning their replacement. We are going to commence a feasibility study on a replacement system this year. To enable us to understand better the users' requirements and expectations, I should be grateful if you would complete the attached questionnaire and return it to us by **Wednesday, 7 May 2014**.

2. If you have any queries, please contact me or Mr M.K. LIU, Senior Supplies Officer (SA-2) at telephone no. 2231 5350.

(CHOI Sum-yat)
for Director of Government Logistics

Please return this survey to:

Fax no.: 2503 1165

or by email: pcms_support@gld.gov.hk

Survey completed by:

Name of officer: _____

Post: _____

Department: _____

Contact tel. no.: _____

Contact email: _____

Q1. Do you have a computerised application system in your B/D to process tenders/quotations (except PCMS)?

☐ Yes, we currently/will have a system to process:

☐ tenders

☐ quotations

Name of system: _____

Please describe the major functions of the system:

_____

_____

_____

☐ No.

Q2. Do you have a computerised application system in your B/D to generate and/or issue purchase orders (PO)?

☐ Yes.

    ☐ GFMIS of Treasury

        For generating PO -   Yes ☐   No ☐

        For issuing PO -   Yes ☐   No ☐
            (go to Q5)

    ☐ e-Procurement System

        For generating PO -   Yes ☐   No ☐

        For issuing PO -   Yes ☐   No ☐
            (go to Q5)

    ☐ B/Ds own system (already developed)

        For generating PO -   Yes ☐   No ☐

        For issuing PO -   Yes ☐   No ☐

        Name of system: _____
            (go to Q3)

    ☐ B/Ds own system (under development / to be developed)

        ☐ For generating PO   ☐ For issuing PO

        Name of system: _____

        Target date of system production: _____
            (go to Q4)

☐ No. *(go to Q5)*

Q3. You have indicated in your answer to Q2 that you have your own system to generate / issue purchase orders.　Does the system interface with other system(s)?

☐　Yes.　It interfaces with –

　　☐　GLD's PCMS

　　☐　Other system(s)

　　　Name of other system(s) interfacing with: _____

　　　Type of data interfaced (e.g. order data, contract data, supplier data):

　　　_____

☐　No.
(go to Q5)

Q4. You have indicated in your answer to Q2 that a system will be developed for you to generate / issue purchase orders.　Do you have a plan to establish interface with other system(s)?

☐　Yes.　There is a plan to interface with –

　　☐　GLD's PCMS or its replacement system

　　☐　Other system(s)

　　　Name of other system(s) interfacing with: _____

　　　Proposed type of data for interface (e.g. order data, contract data, supplier data):

　　　_____

☐　No.

Q5. How do you deliver purchase orders to suppliers?

☐　By post　　　　　　　　　　　☐　By fax

☐　By email　　　　　　　　　　　☐　By system through e-means

☐　Others, please specify

_____

Q6. What is the total number of suppliers maintained in your departmental supplier list for inviting tenders/quotations?

Total number of suppliers: _____

Q7. (a) Please indicate by a "✓" in the following table which function(s) in the PCMS/ETB is(are) used **more** frequently in your B/D (you may choose a **maximum number of 3 functions**)?

Function	More frequently used ("✓")
PCMS Function	
[1] Tender Requisition	
[2] Tender Offer Maintenance – User Recommendation	
[3] Contract Management – Contractor Performance Evaluation	
[4] Contract Management – Contract Variation	
[5] Contract Management – Contract Monitoring	
[6] Contract Management – Contract Re-allocation	
[7] Contract Management – Renewal	
[8] Order Processing	
[9] Direct Purchase Authority	
[10] Direct Overseas Purchase	
[11] Call Returns – WTO Call Return	
[12] Call Returns – BG Call Return	
[13] Call Returns – P&I Call Return	
[14] Call Returns – Half-yearly Summary Call Return	
[15] Call Returns – Annual Statistics Call Return	
[16] Call Returns – PFPP Call Return	
[17] Generate Standard Documents and Forms	
[18] Statistical and Management Information	
[19] Demerit Point System Enquiry	
[20] Computer-based Training and Online Help	
[21] User Enquiry Tool	
ETB Function	
[22] Post tender notice for stores tender ($1.43M-$5M)	
[23] Post tender document	

(b) Please give the reasons for using these function(s) **more** frequently and improvement to these functions that you would expect in the replacement system –

Function more frequently used	
Reasons for more frequently used	
Expected improvement on this function in the replacement system	

Function more frequently used	
Reasons for more frequently used	
Expected improvement on this function in the replacement system	

Function more frequently used	
Reasons for more frequently used	
Expected improvement on this function in the replacement system	

Q8. (a) Please indicate by a "✓" in the following table which function(s) in the PCMS is(are) used **less** frequently (or not used) in your B/D (you may choose a **maximum number of 3 functions**)?

Function	Less frequently used ("✓")
PCMS Function	
[1] Tender Requisition	
[2] Tender Offer Maintenance – User Recommendation	
[3] Contract Management – Contractor Performance Evaluation	
[4] Contract Management – Contract Variation	
[5] Contract Management – Contract Monitoring	
[6] Contract Management – Contract Re-allocation	
[7] Contract Management – Renewal	
[8] Order Processing	
[9] Direct Purchase Authority	
[10] Direct Overseas Purchase	
[11] Call Returns – WTO Call Return	
[12] Call Returns – BG Call Return	
[13] Call Returns – P&I Call Return	
[14] Call Returns – Half-yearly Summary Call Return	
[15] Call Returns – Annual Statistics Call Return	
[16] Call Returns – PFPP Call Return	
[17] Generate Standard Documents and Forms	
[18] Statistical and Management Information	
[19] Demerit Point System Enquiry	
[20] Computer-based Training and Online Help	
[21] User Enquiry Tool	
ETB Function	
[22] Post tender notice for stores tender ($1.43M-$5M)	
[23] Post tender document	

(b) Please give the reasons for using these function(s) **less** frequently and improvement to these functions that you would expect in the replacement system –

Function less frequently used	
Reasons for less frequently used	
Expected improvement on this function in the replacement system	

Function less frequently used	
Reasons for less frequently used	
Expected improvement on this function in the replacement system	

Function less frequently used	
Reasons for less frequently used	
Expected improvement on this function in the replacement system	

Q9. Currently the PCMS normal operation hour is "Monday to Friday 0800 hrs to 2100 hrs".   Is there any special operational requirement in your B/D that warrant the extension of the range of service hours?

☐ Yes

    Special operational
    requirement _____

    Required operation
    hour _____

☐ No.

- End of Survey -

Survey for Procurement and Contract Management System and e-Tender Box Replacement
Brief Summary of Responses

Total number of questionnaires received = 86 (from 85 B/Ds) *[There are two supplies units in CSD and they submitted two questionnaires. Each supplies unit is counted as one department for the purpose of working out the following statistics.]*

Question	Response
Q1. Do you have a computerized application system in your B/D to process tenders/quotations (except PCMS) ?	3 departments are using the e-Procurement System. 8 departments are using other systems.
Q2. Do you have a computerized application system in your B/D to generate and/or issue purchase orders (PO) ?	3 departments are using the e-Procurement System. 11 departments are using their own systems to generate PO.
Q3. You have indicated in your answer to Q2 that you have your own system to generate / issue purchase orders.　Does the system interface with other system(s) ?	8 departments have their own systems that are interfaced with external systems.
Q4. You have indicated in your answer to Q2 that a system will be developed for you to generate / issue purchase orders.　Do you have a plan to establish interface with other system(s) ?	FSD is developing a system and plans to establish interface with PCMS.
Q5. How do you deliver purchase orders to suppliers ?	81 departments issue PO by fax. 13 departments issue PO by post. 24 departments issue PO by email. 1 department issue PO by electronic means.

Question	Response
Q6. What is the total number of suppliers maintained in your departmental supplier list for inviting tenders/quotations ?	41 departments do not keep departmental supplier lists.　They make use of Purchasing-Card supplier list and PCMS supplier list. 21 departments maintain lists of not more than 500 suppliers. 18 departments maintain lists of 500 to 2,000 suppliers. 6 departments maintain list of more than 2,000 suppliers.
Q7(a). Please indicate in the following table which function(s) in the PCMS/ETB is(are) used more frequently in your B/D (you may choose a maximum number of 3 functions) ?	The most frequently used functions are: ● Order Processing; ● Call Returns – Provisioning and Inspection Section (P&I) Call Return; and ● Contract Management – Contractor Performance Evaluation.
Q7(b). Please give reasons for using these function(s) more frequently and improvement to these functions that you would expect in the replacement system	See Annex A.
Q8(a). Please indicate in the following table which function(s) in the PCMS is(are) used less frequently (or not used) in your B/D (you may choose a maximum number of 3 functions) ?	The most less frequently used functions are: ● Direct Overseas Purchase ● Direct Purchase Authority ● Tender Requisition / Post tender notice for stores tender ($1.43M - $5M)
Q8(b). Please give the reasons for using these function(s) less frequently and improvement to these functions that you would expect in the replacement system	See Annex B.

Question	Response
Q9. Currently the PCMS normal operation hour is "Monday to Friday 0800 hrs to 2100 hrs". Is there any special operational requirement in your B/D that warrant the extension of the range of service hours?	The answer from all departments is "No".

Annex A – Suggested improvements for more frequently used functions

Function	Suggested Improvement	Comment made by
Call Return and Evaluation	Please create short cut link for the outstanding returns so that the user is not required to search it by typing return ID.	Try
Call Returns – Half-yearly Summary	Not user friendly enough.	FEHD
Call Return	ICAC maintains an excel table that contains the required information. Would it be possible that the excel file can be uploaded to the system instead of we type/copy paste the information? This would save us a lot of time. The e-form in PCMS does not help.	ICAC
Call Returns – P&I Call Return	For routine returns, it would be desirable to provide a hyperlink to view / duplicate our last return for convenience.	FHB
	Submit the requirement of one year instead of one quarter. This will help minimize the processing time of departments.	CAS
	Add a "Copy" function for Call Return information (i.e. Officer Name, Officer Telephone. etc.)	HKMA
	Not user friendly. Difficult to locate the information.	UGC
	Table or excel format should be attached to user for information e.g. emergency stock with a long list. Main user may not be the PCMS user. Supplies grade have to create additional table for main user to fill in data.	GPA
	Show more than 20 Line Items on one page	HKO

Function	Suggested Improvement	Comment made by
Call Returns – WTO Call Return	Add a "Copy" function for Call Return information (i.e. Officer Name, Officer Telephone. etc.)	HKMA
Contract Management – Contract Variation	The system should send alert to designated users when the contract allocation is approaching its maximum draw-off quantity.	THB
Contract Management – Contractor Performance Evaluation	For contracts which our Bureau has submitted a "nil" estimate / has not made any orders, there is no need to call for our evaluation.	FHB
	Such request should only be generated to major user departments which already make up a total of 70% or above of the contract value.	CAS
	Enhance the notification/reminder system.	FEHD
	Add a "Copy" function for Call Return information (i.e. Officer Name, Officer Telephone. etc.)	HKMA
	Not user friendly. Difficult to locate the information.	UGC
	Set up alarm system as reminder to user through both email address and PCMS. Lotus Notes is more commonly used in daily operation	GPA
	Automatic bring up message to sub-department users instead of co-ordinator if they have not completed the evaluation on time as scheduled.	ArchSD
Contract Monitoring	The Client Allocation Button to be placed at the top of the screen for easier access.	OMB
Issue PO for GLD Contracts	Speed should be improved when processing the PO.	ICAC

Function	Suggested Improvement	Comment made by
Order Processing	View all orders placed under existing contract.	DEVB
	At present, a purchase order can only be processed by its original preparer. It is suggested that users in the same bureau/ department with PO preparer function be allowed to amend/ process the POs so that the placement of orders will not be delayed when the original PO preparer is not available.	AUD
	Add a column to enter departmental user code	CEDD
	For Standing Offer Agreement of photocopier, the rates of trade-in items are fixed where manual amendment is required after generating PO.	FEHD
	May consider batch upload function i.e. similar to the function of Government Financial Management Information System	HYD
	Not user friendly. Difficult to locate the information.	UGC
	Improve the system and be more user friendly	GPA
	More straight ahead to each function key, less some useless keys to speed up the process	LEGCO
Statistical and Management Information	Easy analysis of data in Excel	TD
Tender Requisition	Minimize the pages involved.	GOVTLAB
	More samples for the information required in each field	MD
User Enquiry Tool	Can search the contract by using the sub-item description.	DEVB

Annex B – Suggested improvements for less frequently used functions

Function	Suggested Improvement	Comment made by
Call Returns – Annual Statistics Call Return	Reduce duplicate printouts of each return.	ISD

**Notes of Meeting for Procurement and Contract Management System
(PCMS) and e-Tender Box (ETB) Replacement (with major B/Ds)**

Date: 9 May 2014   **Time:**   3:00 pm – 3:45 pm

Venue: Rm 910, 9/F, North Point Government Offices

Present:

Government Logistics Department
Mr S.Y. CHOI, CSO(Systems)
Mr M.K. LIU, SSO(SA-2)
Mr Jack KAN, SO(SA-3)

Fire Services Department
Mr TAM Yuk-man, CSO(FSD)
Ms Shirley CHOI, ASO(A)
Mr Vincent LEUNG, CP(ITMU)

**Food and Environmental Hygiene
   Department**
Ms Margaret SIU, SSO(FEHD)

**Leisure and Cultural Services
   Department**
Ms Claudia FUNG, SSO(LCSD)

Hong Kong Police Force
Mr Simon WONG, ASO(Pol. Store 1)B

Marine Department
Ms HA Fung-yi, SO(Sup. Services Unit)

**Office of the Government Chief
   Information Officer**
Ms Debbie YAU, SSM(P)6
Ms Louise CHENG, CPM(P)63
Mr KWAN Ying, ASM(P)62

**Electrical & Mechanical Services
   Department**
Ms Wendy CHEUNG, SO(E&M)TF
Miss Rita WONG, ASO(I)

Treasury
Miss Portia LEE, STA(IS)1

Water Supplies Department
Miss FAN Sau-lai, SO(Procurement)

Ref. No.	Details
1.	CSO(Systems) welcomed colleagues who attended the meeting. He said that the replacement exercise for PCMS and ETB had to be started to ensure that a new system would be ready before expiry of the contracts for maintenance of the current systems. He introduced colleagues to view the attached powerpoint presentation.

Ref. No.	Details

Replacement of
PCMS and ETB - Me

2. **Roadmap of the system replacement**

CSO(Systems) said that a feasibility study (FS) on a new system was being arranged and it would start by end of 2014. Based on the findings in the FS, GLD would submit a bid for funding in the 2015 RAE exercise. He said that, apart from exploring new functions, GLD intended to retain the functions currently being made available in PCMS and ETB. He would appreciate it if colleagues could sound out any requirements on top of the current available ones as early as possible so that the related cost could be taken into account at the stage of FS.

3. **Requirements and expectations of the replacement system**

CSO(Systems) asked whether colleagues would like to raise any requirements for inclusion in the scope of the new system. ASO(A), FSD asked whether there was any intention to unify various systems, such as the DSLPIII and Central Registry of Uniforms, into the new system. CSO(Systems) said that there was no intention to incorporate into the new system such kind of systems that functioned independently. Besides, SSO(FEHD) asked whether consideration would be given to include the second-tier bidding process of Standing Offer Agreements (e.g. PC, Network and Server) as a function in the new system. CSO(Systems) said that the second-tier bidding process was similar to direct purchases and a function for supporting the process had been made available in the e-Procurement System of OGCIO.

Colleagues did not have any specific requirements to raise. CSO(Systems) said that colleagues might think of the matter and any requirements could best be raised before end of May for inclusion in the scope of the FS.

Ref. No.	Details

4. **Scope of data to be interfaced between departments' systems and the replacement system**

CSO(Systems) invited colleagues to sound out requirements of establishing interface between their own systems with the new system. For those who had systems already interfaced with PCMS, GLD would continue to make available one-way interface through the new system in a pre-defined format. STA(IS)1 asked whether there would be any change in the data format for interface. CSO(Systems) said that there was no intention to alter the current format. The details on method of communication (e.g. data exchange media, gateway, etc) would be discussed most probably at the time of developing the new system. In case it was unavoidable to alter some data format due to factors such as change of technology, discussion would also be arranged.

CSO(Systems) said that currently PCMS provided supplier data extracted from PCMS to OGCIO's e-Procurement System. The interface was one-way and any alteration to supplier records detected by OGCIO would be sent to GLD for follow-up action through fax or paper-based channel. He would like to explore whether two-way interface could be established such that information could be flowed from OGCIO to GLD for follow-up action subject to certain pre-defined criteria could be met. SSM(P)6 took note of the requirement.

CSO(Systems) further said that the Procurement Division of GLD would like to make reference to the suppliers recorded in the e-Procurement System, if necessary, when processing applications for inclusion in GLD's supplier list. He asked if it would be possible in case GLD had joined to use the full functions of the e-Procurement System. SSM(P)6 said that it might be possible to make available an account to suit the purpose after GLD had joined to use the IT-SOA function of e-Procurement System in mid-2014.

SSO(FEHD) asked about the data interface arrangements between the new system and the e-Procurement System being implemented in individual departments. CSO(Systems) said that interface had been established among e-Procurement System, GFMIS of Treasury, and PCMS. OGCIO, Treasury and GLD would take care of the interface

Ref. No.	**Details**

matters as far as the e-Procurement System was concerned.

5. **Any other business**

SSO(FEHD) asked about the expected user involvement from departments in the replacement exercise for PCMS and ETB for manpower planning. CSO(Systems) said that departments might be requested to participate in determining user requirements and carrying out user acceptance tests.

<div align="center">- End -</div>

Other points and recommendations proposed by B/Ds after the meeting held on 9 May 2014
(pursuant to the last paragraph on page 2 of the Notes of Meeting)

Proposed point	Proposed by	Recommended Way Forward
1. To explore way of interface with e-Procurement System other than batch mode so that more updated data could be exchanged.	OGCIO	To be explored in FS.
2. It is learned that PCMS only accept inbound POs' data from other systems. It is suggested to have real time data transfer between PCMS and Asset Management and Maintenance System (AMMS) so as to avoid errors during batch transfer of data and to facilitate immediate allocation of additional requirements in PCMS to cater for urgent order. Alternatively, if the above is not feasible, it is suggested that our users could log-on to PCMS to issue orders direct in urgent cases and such order data could be outbound from PCMS to AMMS (in the same format as those of inbound traffic) in the future which may also help to cater for this scenario.	FSD	To be explored in FS.