

**Enhancing the Operational Efficiency and Business Opportunities of  
SMEs through ICT Adoption  
under 2014-15 Sector-Specific Programme**

**FOR THE BUSINESS SERVICES SECTOR**

**Project Kick-Off Meeting**

**Date** : 4 September, 2014 (Thursday)  
**Time** : 14:30 to 16:00  
**Venue** : Unit E - F, Hung Cheong Factory Building, 3/F, 742-748 Cheung Sha Wan Road, Kowloon

**Participants:**

**Steering Committee** : Mrs. Polly HO, Chairman of CSI  
 Mr. Michael WONG, Vice-Chairman of CSI  
 Mr. Johnny HO, Executive Committee Member of CSI  
 Mr. Brian WU, Adviser of CSI  
 Mr. Alan KAN, Chairman of HKLIA  
 Mr. Vincent SHIU, Honourary Secretary of HKLIA  
 Mr. Kevin NG, Executive Committee Member of HKLIA  
 Ms. Vanessa YUNG, Senior Systems Manager of OGCIO

**Project Team** : Mr. Johnny HO, Project Coordinator  
 Mr. Brian WU, Project Advisor  
 Ms. Candy LAM, Honourary Secretary of CSI  
 Mr. William MOK, Tonwell Security Ltd.  
 Mr. Andre LAM, General Security (HK) Ltd.  
 Mr. Kelvin NG, Dussmann Service Hong Kong Ltd.

**Other Attendee** : Mr. George KUNG, Project Manager of OGCIO  
**Secretary** : Ms. Yolanda LEE, CSI

**Agenda:**

Time		Description	Present By
14:30	-	Announce the project commencement	Mrs. Polly HO
14:35	14:45	Introduce members of the Project Steering Committee and the Project Team;	
14:45	15:00	Brief the project objectives	Mr. Johnny HO
15:00	15:15	Brief on the Project Plan	Mr. Alan KAN
15:15	15:30	Endorse the Project Plan	Steering Committee
15:30	15:45	OGCIO presents cheque to CSI and photo taking	Ms. Vanessa YUNG & Mrs. Polly HO
15:45	16:00	AOB	