

Software Asset Management (SAM) in the Government of the Hong Kong Special Administrative Region

*Mr. Frankie LAI
Chief Systems Manager
Information Technology Services Department
The Government of the Hong Kong
Special Administrative Region*



SAM in HKSARG

Objectives:-

- ❑ Protect Intellectual Property (IP) rights of software
- ❑ To ensuring civil servants do not inadvertently infringe the IP rights of others
- ❑ Set a good example in the IP rights protection



SAM

- ❑ A set of policies, procedures, technologies and culture
- ❑ An on-going process
- ❑ Initially compliant \neq compliant forever



Approach

- We have taken a decentralized approach
- Heads of bureaux and departments are responsible for ensuring no unauthorized software is being used



SAM Programme Office

- ❑ Advocate the importance, coordinate and assist in SAM
- ❑ Devise guidelines and procedures
- ❑ Assimilate and disseminate information
- ❑ Provide technical assistance in SAM implementation
- ❑ Monitor progress



Intellectual Property Compliance Officer Scheme

- ❑ Act as a focal point for SAM and IP
- ❑ Trained with IP knowledge
- ❑ Appointed at a sufficient rank



SAM Measures

- Bureaux and Departments to develop own SAM plan
- Undertake specific measures in:-
 - *Prevention*
 - *Education*
 - *Monitoring*
 - *Actions against violation*



SAM measures - Prevention

- ❑ Promulgate internal departmental instructions in bureaux/departments
- ❑ Remind users periodically that only authorized software can be used
- ❑ Obtain technical assistance for implementing guidelines from SAM Programme Office



SAM measures - Education

- ❑ Provide training on IP protection for IP compliance officer
- ❑ Arrange seminars on SAM and SAM tools
- ❑ Issue a booklet on SAM to every computer user in bureaux and departments



SAM measures - Monitoring

- ❑ Maintain an up-to-date software inventory
- ❑ Take software inventory regularly
- ❑ Conduct periodic software audits and reviews
- ❑ Use SAM tools
- ❑ Monitor progress of SAM implementation in bureaux and departments



SAM measures - Action against violation

- ❑ Take actions against users not complying with guidelines
- ❑ When unauthorized software is found, remove it immediately
- ❑ Require users concerned to provide explanation to management



Conclusion

We have:-

- ❑ a robust intellectual rights protection regime
- ❑ stringent measures on management and use of software



THANK YOU

