

Date : 25/01/2011 21:04:00
From : "Iain Morrow"
To : "Hutchinson, Peter"
Cc : "Patrick Taylor" , "Mark Cockburn" , "Mahmoud Abu-ebid" , "Oliver Edberg"
Subject : RE: Kick-off meeting for renewable heat incentive project
Peter

Thanks – I don't think we do need any equipment. If it's just the four of you, it's just as easy to bring printed copies of a (short) presentation.

As far as an agenda is concerned, we do want to cover the things you mention. We'd also like to do a quick re-cap on the overall objectives of the project (this may be covered under your DETI context/ position item?) and something about how we propose to work with you (progress meetings, knowledge transfer and so on). We'll put all this in the presentation.

See you on Thursday. In case you need to get in touch on the day, my mobile is

Personal information
redacted by the RHI Inquiry

Regards

Iain

From: Hutchinson, Peter [mailto:Peter.Hutchinson@detini.gov.uk]
Sent: 25 January 2011 17:09
To: Iain Morrow
Subject: RE: Kick-off meeting for renewable heat incentive project

Iain,

Do you need any IT equipment for Thursday's meeting (eg projector or screen)?

Also, do you propose to have a formal agenda? I would expect the meeting to focus on your proposed workplan/timescales, the DETI context/position, need for information/data sharing etc. so there is probably no need for anything more formal but if you wish to send through a more detailed agenda let me know.

Attending the meeting for DETI will be Fiona Hepper (Head of Energy Division), Alison Clydesdale (Head of Sustainable Energy Branch), Sam Connolly (Deputy Economist) and I.

See you on Thursday.

Thanks,

Peter

Peter Hutchinson

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From: Iain Morrow [mailto:Iain.Morrow@cepa.co.uk]
Sent: 21 January 2011 09:41
To: Hutchinson, Peter
Cc: Mahmoud.Abu-ebid@aeat.co.uk; Oliver Edberg; Mark Cockburn
Subject: Kick-off meeting for renewable heat incentive project

Peter

Just to confirm our conversation earlier. Mark, Mahmoud, Oliver and I will see you next Thursday 27th at 2 pm at your offices. Look forward to meeting you.

regards

Iain Morrow