

Hogg, Philip

From: Mills, John
Sent: 22 June 2016 12:36
To: McCallion, Michael
Cc: Watson, David (DAERA); Irwin, Tim
Subject: RE: *To Clear - due 17/6*RE: *Action - due 20/6*INV-1099-2016 : Request for a meeting to discuss the Renewable Heat Incentive scheme

M

Thanks, pl issue – obviously, I knew a lot about this one.

From: McCallion, Michael
Sent: 16 June 2016 09:06
To: Mills, John
Cc: Watson, David (DAERA); Irwin, Tim
Subject: *To Clear - due 17/6*RE: *Action - due 20/6*INV-1099-2016 : Request for a meeting to discuss the Renewable Heat Incentive scheme

John

As requested by Caroline please find attached advice and a draft reply in response to INV 1099-2016..

I will forward to PO when you have cleared.

Michael

-----Original Message-----

From: EPD & RNRPD Correspondence
Sent: 15 June 2016 09:12
To: McCallion, Michael
Cc: Watson, David (DAERA); Irwin, Tim; Mills, John
Subject: *Action - due 20/6*INV-1099-2016 : Request for a meeting to discuss the Renewable Heat Incentive scheme

Michael,

Please see request below from Private Office, could you prepare advice and & draft reply for John to clear by Monday 20th June please.

Many thanks,

Caroline.

-----Original Message-----

From: Private.Office@daera-ni.gov.uk [mailto:Private.Office@daera-ni.gov.uk]
Sent: 15 June 2016 08:52
To: EPD & RNRPD Correspondence
Cc: Small, David; Galwey, Ruth; Reid, Rhonda; Newell, Mark; Young, Jonathan (DAERA); McKeown, Gillian (DAERA); Irwin, James; Crossey, Philip; Henry, Ronan; McLaughlin, Diarmuid (DAERA); Foster, Dave; Irwin, Tim; Mills, John; Swan, Caroline
Subject: INV-1099-2016 : Request for a meeting to discuss the Renewable Heat Incentive scheme

Raised By: Anne & Sean McNaughton

Reference: INV-1099-2016

Subject: INV-1099-2016 : Request for a meeting to discuss the Renewable Heat Incentive scheme

Referred To:

Date referred: 15/06/2016

ACTION REQUIRED

Please provide advice & draft reply for signature by the Minister / Private Secretary.

To be with Private Office not later than NOON 22/06/16.

The External Invitation Advice Template & examples of draft responses can be found at the following link:
<http://nics.intranet.nigov.net/daera/articles/ministerial-cases>

Please note if the correct advice template is not used it will be returned for redrafting in the correct format.

If Part Input is required from another Department, please advise Private Office immediately.

NOTE: The Minister and/or Special Advisor may need time to consider your advice, therefore, you should bear this in mind and, if necessary if the advice and/or draft response becomes out of date, please contact a member of Diary Section to request a formatted version of the advice and/or draft reply which should then be resubmitted (with tracked changes).

IMPORTANT: internal correspondence regarding Ministerial attendance at engagements is handled on an 'Official Sensitive' basis. This means that officials may send information, such as a completed Invitation Advice Template, to Private Office via Outlook. Colleagues will be aware that papers are not retained by Private Office. It is your business areas responsibility to retain any DAERA HPRM records relating to this invitation. Access to such HPRM records should be restricted to your business area in the first instance. Once the event/meeting/visit has taken place, your business area may wish to consider making the HPRM records accessible to other DAERA staff, if appropriate, to facilitate any future searches on the subject matter.

For further information etc. contact:

Lauri Hutton
Private Office
20824

Copied To For Information:

Small, David; Galwey, Ruth; DAERA Press Office; RNPRD & EPD