

From: [Wightman, Stuart](#)
To: [Hughes, Seamus](#)
Cc: [Willis, Adele](#); [Dolaghan, Paul](#)
Subject: FW: DETI 2016-0028 - Due date 21/03/2016
Date: 20 February 2016 08:36:05
Attachments: [Information & Communication DETI - FOI EIR Compliance - Policy & Procedu...tr5](#)
[Information & Communication DETI - Information Access Requests 2016 - DETI 2016-0028 - \(Sam McBride\)](#)
[Information re the closure of the RHI.tr5](#)
Importance: High

We should take advice about the disclosing the submissions, but because the policy decision has now been taken, I think they can now be released (at least in part).

From: Wightman, Stuart
Sent: 20 February 2016 08:32
To: Hughes, Seamus
Cc: Willis, Adele; Mills, John (DETI); Dolaghan, Paul
Subject: FW: DETI 2016-0028 - Due date 21/03/2016
Importance: High

Seamus

As a starter I think we will need to provide the following. All these documents will have to include appropriate redactions before scanning into FOI container.

Stuart

- (1) DFP Letter – 22 Dec 2015
- (2) John's Submission – end of December
- (3) Minister's letter from HMT- early January
- (4) Legal Advice around public consultation – need to check if we can release this
- (5) Submission on Consultation
- (6) Submission on Urgent Closure
- (7) Urgent Executive approval letter and response
- (8) Letter to Committee
- (9) Press Release(s)
- (10) Submission – Approval of draft regulations
- (11) Submission – Motion Papers
- (12) Submission - Notice

From: Thompson, Sandra
Sent: 19 February 2016 13:13
To: Wightman, Stuart; Hughes, Seamus
Cc: Willis, Adele
Subject: FW: DETI 2016-0028 - Due date 21/03/2016
Importance: High

RHI FOI query attached for your attention.
Sorry

Sandra

From: FOI (DETINI)
Sent: 19 February 2016 13:07

To: Thompson, Sandra
Cc: Dolaghan, Paul; McGready, Linda; Langford, Rozzi; McCaughan, Bernard; Campbell, Ivan; Mageean, Jean
Subject: DETI 2016-0028 - Due date 21/03/2016

Sandra,

- The following request has been assigned to your business area for response: **FOI 2016-0028** The request is copied to the HOB to alert them to its receipt.
- Attached is a link to the relevant TRIM container. All documentation relating to the processing of this request must be saved into this container as soon as possible (as it forms the departmental record) in case the applicant later complains to the ICO.
- No access controls have been applied to the container unless it is DHR related. Should access controls be required, please discuss with your Power User and ensure that access is retained for IMU.
- **IMU has acknowledged this request** and you will find this in the container. We have also attached a link to a container holding a range of 'standard' response on which you should base your reply as appropriate. Please contact IMU as early as possible if you need advice or guidance e.g. about whether information should be withheld, and if relevant third parties should be consulted. IMU will advise you if the request has been received by other Departments and if any handling advice is forthcoming from the Central FOI Team.
- If the applicant has stated a means of communication preference, you should aim to satisfy this unless it is unreasonable to do so, for example, on the grounds of cost. **The applicant has advised that she wants to receive the information electronically.**
- As LIM, it is your responsibility to ensure this request is processed in line with departmental procedures. The Department is obliged to respond promptly and no later than the statutory deadline, which for this request is **21/03/2016**.
- All draft responses should be approved by the Head of Division and then emailed to the Department's Special Advisor through the Department's Private Secretary at Sean.Kerr@detini.gov.uk and copied to IMU at foi@detini.gov.uk by Day 15 at the latest, which in this case is **14/03/2016**. The email should also be copied to the Press Office at pressoffice@detini.gov.uk if the request is from a journalist.
- The email should include a copy of the actual request and a copy of all information proposed for release - at this stage any redactions to the information proposed for release should be highlighted rather than blanked out. Please ensure that no TRIM links are used, and that the subject title of the email includes the DETI FOI/EIR reference number and the date of the

statutory deadline for reply.

- A summary of other information which is considered to be exempt from release should be available for Private Office information.
- The draft reply must not be issued until notified by the Private Office.
- When notified, the reply should be issued to the applicant as quickly as possible and at this stage **any redactions to information being released must be blanked out. The reply should be sent by email where possible and converted to pdf before issue.**
- IMU should be informed at foi@detini.gov.uk as soon as the response has been issued.
- If the request is media related, you should also copy the response to the Press Office.

You **must** advise IMU when the response has issued to the applicant.

Regards,

Paul

Paul Stevenson

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Department of Enterprise, Trade & Investment
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Please consider the environment - do you really need to print this e-mail?

Information and Communication DETI - FOI EIR Compliance - Policy Procedu....tr5(768B) is a link to a TRIM container which contains a large number of templates for responding to FOI requests. The contents of this container have not been included.

Information and Communication DETI - Information Access Requests 2016 - DETI 2016-0028 - (Sam McBride) Information re the closure of the RHI.tr5 (908B) is a link to a TRIM container which contains documents relating to FOI request DETI 2016-0028. The contents of this container have not been included in this particular email.