

Northern Ireland Renewable Heat Incentive Checkpoint meeting

Date of Meeting: 10th July 2012

Attendance: Rita Chohan, Keith Avis, Marcus Porter, William Elliot, Andy Luckhurst.

| Agenda Item | Discussion | Action Agreed | By Whom | By When | Status |
|------------------------------|---|--|--|---------------------------|----------------|
| Development Phase Doc . | Present completed document to Mathew at his next surgery 19/07/12 Thurs including Project plan and all costings. | Present to Bob's surgery the following week. | PH Ruth Lancaster to provide legal costs. | Wed 18/07/12 | In development |
| Legal - Administer Agreement | On advice by Ruth Legal have produced a Memorandum of Understanding which is more in keeping with the wording of the Act. This approach has been taken as legal advice that NIRHI is not as formal as NIRO. We need to gain agreement as to which approach would be acceptable by Ofgem NSD. | Put before Mathew with a covering note explaining why this approach has been taken and then discuss with DETI. | WE & MB | W/C 16/07/12 | In development |
| Comments on Draft regs. | MB needs to make comment on one provision. | To discuss with DETI - Peter Hutchinson | KA & MB | Call on Thurs 12/07/12 | In development |
| IT | Andy Luckhurst is taking over from Adam and needs to assign a BA to | Commence IT Vision Doc. | AL to meet with | W/C | In development |

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| Amendments | commence Vision Doc. Sophie has commenced drawing up a list of regs. and changes to the system. Assign Nikita to IT. | | | AA to take forward | 16/07/12 | |
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| Outstanding Actions from Previous Meetings | | | | | | |
| NONE | | | | | | |

Northern Ireland Renewable Heat Incentive Checkpoint meeting

Date of Meeting: 17th July 2012

Attendance: Rita Chohan, Keith Avis, Marcus Porter, William Elliot, Andy Luckhurst, Luis Castro

| Agenda Item | Discussion | Action Agreed | By Whom | By When | Status |
|------------------------------|---|---|---|---------------------|---|
| Development Phase Doc. | Present completed document to Mathew at his next surgery 19/07/12 Thurs including Project plan and all costing. | Need Legal and IT costs in order to complete the document. | Ruth Lancaster to provide legal costs. Andy Luckhurst to provide IT costs. | Wed 18/07/12 2pm | Following Mathew's surgery amend with any revisions and prepare to present at the next RHI Board meeting on 7/8/12. |
| Legal - Administer Agreement | On advice by Ruth Legal have produced a Memorandum of Understanding which is more in keeping with the wording of the Act. This approach has been taken as legal advice that NIRHI is not as formal as NIRO. We need to gain agreement as to which approach would be acceptable by Ofgem NSD. | Put before Mathew in the surgery session and ask for which is the preferred option. Once confirmed Legal to finalise relevant document. | WE & MB | 18/07/12 | In development |
| Teleconference with DETI | Need to raise a number of areas with DETI. | <ul style="list-style-type: none"> • Technical Standards Directive. • Update on Regulations. • Consultation process - Do NSD or DETI consult? • Update on our approach to the | KA & MB | 19/0712 | In development |

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| | | | Administrative Agreement. | | | |
| IT Amendments | Niketa assigned to the project as the BA. She is meeting with Sonia to commence the Options Appraisal. | Commence IT Vision Doc. To include IT costs which will be included in the final Development Phase Doc. That will go to the RHI Board on 7/8/12 | AL to manage process | W/C 16/07/12 | In development | |
| Operational Staffing | In order to recruit a full time Band C to deliver the operational element of the project Recruitment will require written requests by 17/8/12. The process will then result in not recruiting until end of Sept. possibly longer dependant on notice periods by potential candidates. | To produce an options paper to go to the Board to scope recruiting temp staff to initiate the project. To kick start this process KA will discuss options with the current RHI team Manager. | KA KA | W/C 23/7/12 | To commence | |
| Recruitment | Michelle Murdoch due to start this week. Will be in the London office early part of next week to meet team and induction. | Introduce to existing team. | KA | 20/06/12 | To commence | |
| Outstanding Actions from Previous Meetings | | | | | | |
| NONE | | | | | | |

Northern Ireland Renewable Heat Incentive Checkpoint meeting

Date of Meeting: 24th July 2012

Attendance: Rita Chohan, Keith Avis, Marcus Porter, William Elliot, Andy Luckhurst, Paul Heigl

| Agenda Item | Discussion | Action Agreed | By Whom | By When | Status |
|------------------------------|---|--|---------|-------------------------|----------------------------|
| Development Phase Doc. | Following Mathew's surgery the Document will now be sent to DETI as a letter highlighting the costs of IT and Legal in the development Phase. | Draft letter and present to Mathew & Luis. | PH | Wed 1st Aug | In development |
| | Need to ensure that it is made clear that the Operational costs will exceed those that are stated in the Feasibility Study. | Arrange a meeting early next week with RHI ops. to gain costs based on knowledge developed buy the Ops team. | RC | 25/7/12 | Mtg set up for Mon 30/7/12 |
| Legal - Administer Agreement | Mathew's surgery outcome - agreed to draft an informal Administration Arrangement document which will include the operational costs. | Put before Mathew in the surgery session Once confirmed Legal to finalise relevant document. | WE & MB | Wed 1 st Aug | In development |
| Teleconference with DETI | Need to raise a number of areas with DETI. | <ol style="list-style-type: none"> 1) DETI update on EU notification under TSD 2) Update on Ofgem resourcing 3) Update on progress on the | KA & MB | 26/0712 | In development |