

NI RHI

NI RHI internal coordination meeting with finance, IT and GB operations.			
Date:08/08/12	Time: 10.00	Room: CF6	
Chair: Sophie Jubb/Paul Heigl			
Attendees:	Paul Heigl (PaH) Keith Avis (KA) Michelle Murdoch (MM) Sophie Jubb (SJ) Marcus Porter (MP) Sohail Butt (SB) Jonathan Taylor (JT) Will Elliott (WE) Niketa Patel (NP) Deckerson Thomas (DT)	Apologies:	Luis Castro
1. Development Phase Agreement			
Discussion Points and Action Items		Person	Deadline
I. Essentially we are still waiting on final costs from legal and IT before we can send off these confirmation letters to DETI			
II. Legal costs: Ruth Lancaster is just finishing these off, KA said he would pass by her desk for an update		Keith Avis	08.08.12
III. IT Costs: PaH asked NP for the high level costs for IT, we've already had confirmation from Andy Luckhurst that they won't exceed those quoted in the Feasibility study – but anything we could have now would be ideal.		Niketa	ASAP
2. Payments			
Key Points/Action Items		Person	Deadline
I. SB raised the issue that Ofgem would need funds paid into us or a standalone account 3 days before we were to make payments to NI users.			
II. WE will ensure that the AA either alludes to this or refers specifically to it.		Will Elliott	ASAP
III. NI RHI development team will probe DETI on how this will work, how their funds are accessed and distributed and will feed back to SB on this query.		PaH	10.08.12
IV. DT raised the issue of payment frequency, it was agreed that GB ops team would decide what would make our administration easiest and NI RHI development team will put that to DETI.		Deckerson & PaH	DT – ASAP PaH – 10.08.12
3. Reporting			
Key Points/Action Items		Person	Deadline