

**DETI ENERGY DIVISION (Renewable Heat Branch)**  
**Work Request Form**

**Departmental Contact Name and tel:** Joanne McCutcheon (028) 9052 9425  
**Date:** September 2012

<b>Work request Ref no:</b>	<b>ACX/RHI 004</b>
<b>Issue:</b>	<p>The introduction of a NI RHI requires an administrative system capable of managing enquiries and applications, ensuring participants meet ongoing obligations throughout the life of the scheme, processing payments as outlined above, preventing fraud and providing management information. Ofgem has carried out this function for DECC over the last 2 years.</p> <p>DETI is currently finalising arrangements to enter into an Agency Services Agreement (ASA) with Ofgem for the delivery of the administration of the NI Renewable Heat Incentive. This is pursuant to Section 114(1) of the Energy Act 2011.</p>
<b>Action required:</b>	Request to review the draft Administrative Arrangements. Ofgem has requested us not to share this beyond DETI and DETI's legal advisers as the Arrangements are only being provided in draft. In particular, they are still subject to our own internal review processes and therefore may not represent the Authority's final position on the issues that are addressed.
<b>Date Required By:</b>	<p>The Department intends to begin the legislation process to make these Regulations in October subject to DSO approval. Therefore Legal adviser comments <b>will be required by w/c Monday 10<sup>th</sup> September 2012</b></p> <p>It should be noted that DSO will need to vet and clear the final draft ASA.</p> <p>There is likely to be iterative communication between the Department, Arthur Cox and Ofgem to reach a final resolution on this agreement and the estimate should reflect this.</p>
<b>Service Provider comment if appropriate:</b>	
<b>Service Provider (Company name):</b>	Arthur Cox
<b>Service Provider Contact Name</b>	
<b>Estimated Cost:</b>	
<b>HOD Approval</b>	
<b>HOD Approval Date</b>	