



From: Jacqui Rose
Central Liaison Unit

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Date: 16 March 2015

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MANAGEMENT COMMENTARY FOR THE 2014/15 DEPARTMENTAL ANNUAL REPORT

Introduction:

1. Work is now underway on preparation of the DETI Annual Report for the year ending 31 March 2015. This memo seeks your inputs to the draft Management Commentary including Sustainability Report (Energy & Invest NI input only), which should represent a summary of significant achievements during the past year.
2. The aim of the Management Commentary is to show a balanced, comprehensive analysis of the performance of the Department. It should focus **only** on the main achievements within your business areas and **should not** include statements that simply describe what DETI is continuing to do.
3. The draft Management Commentary will be forwarded for Grade 3 consideration and sign-off before it is issued to DETI Accounts Branch for integration into the Annual Report.

Related Documents:

4. The Management Commentary for 2013/14 is attached for your update. For your reference, I have attached the 2014/15 DETI Operating Plan.
5. When drafting your inputs to the 2014/15 Departmental Annual Report, you should refer to the summary of the requirements of a Management Commentary, which has been circulated to all departments by the Northern Ireland Audit Office.


Action:

6. Please provide your updates to the Management Commentary **via tracked changes only**, to clumailbox@detini.gov.uk by no later than **Wednesday 15 April 2015**.

7. Please feel free to contact me directly if you have any queries.

[Signed]

JACQUI ROSE

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CC: Andrew McCormick
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