

From: [McCoy, Laura](#) on behalf of [Hepper, Fiona](#)
To: [DfE Private Office](#)
Cc: [Sterling, David](#); [Thomson, David](#); [McCutcheon, Joanne](#); [Hutchinson, Peter](#); [Aiken, Glynis](#); [DG DETI Press Office](#); [Smyth, Sharon \(DfE\)](#); [Neth Energy](#)
Subject: FW: Invitation INV/402/2013 : Request from Action Renewables for the Minister to open a conference on the Renewable Heat Incentive.
Date: 15 May 2013 12:02:00
Attachments: [image002.png](#)
[INV 402 2013 - RHI Conference.DOCX](#)
Importance: High

Private Office

Please see attached quick advice and draft reply from Fiona Hepper for the attention of the Minister.

Regards,

Laura McCoy

Personal Secretary
Department of Enterprise, Trade & Investment
Netherleigh
Massey Avenue
Belfast, BT4 2JP
Tel: 028 9052 9200 (ext: 29200)
Textphone: 028 9052 9304
Web: www.detini.gov.uk



Please consider the environment - do you really need to print this e-mail?

From: james.ingram@detini.gov.uk [mailto:james.ingram@detini.gov.uk]
Sent: 08 May 2013 16:12
To: Hepper, Fiona
Cc: Sterling, David; Thomson, David; Aiken, Glynis; Stevenson, Valerie (DETI Private Office); DG_DETI Press Office; Smyth, Sharon (DETI); Cahoon, Gillian; Ingram, James
Subject: Invitation INV/402/2013 : Request from Action Renewables for the Minister to open a conference on the Renewable Heat Incentive.

DEPARTMENT OF ENTERPRISE, TRADE AND INVESTMENT

INVITATION - URGENT

Reference: INV/402/2013
Invitation From: Nicola Murphy

Subject: Request from Action Renewables for the Minister to open a conference on the Renewable Heat Incentive.

Referred To: HEPPER FIONA (MRS) (Energy Branch)

Date Referred: 08/05/2013

ACTION REQUIRED

Please provide "quick" advice and draft reply for signature by Minister. To be with Private Office by noon on 16/05/2013.

James Ingram (Private Office)
Netherleigh House Tel:- 028 90529516

Copied To For Information:
cc Equality
Cahoon Gillian (Miss)
Ingram James (Mr)

DETI MINISTER INVITATION CASES - ADVICE PROFORMA

Completed by: Fiona Hepper
Energy Division

Ext: 29215

Date: 15 May 2013

INVITATION NUMBER:	INV 402/2013
INVITATION FROM:	Nicola Murphy, Action Renewables
EVENT / MEETING:	Invitation to open a conference being organised by Action Renewables on the Renewable Heat Incentive.
DATE OF EVENT / MEETING (IF KNOWN)	Thursday 20 June at 9.30am
PROPOSED VENUE:	Ramada Hotel, Shaw's Bridge
REASONS TO ACCEPT / DECLINE THE INVITATION	Accept – Launching the conference would be a useful opportunity to highlight the benefits of the RHI and the proposals to expand the scheme further.
ANY OTHER RELEVANT INFORMATION	N/A
FOI STATUS OF ADVICE	This submission should be fully disclosable.
RECOMMENDATION IF MINISTER SHOULD ATTEND / MEET (YES/NO)	Yes – diary permitting. A draft reply is attached at Annex A, in addition a draft reply declining the invitation is attached at Annex B if required.
PRIVATE OFFICE COMMENTS	

SPECIAL ADVISOR'S COMMENTS	
MINISTER'S DECISION	

DRAFT LETTER (ACCEPTANCE)

Nicola Murphy
Business Development Manager
Action Renewables
Block C, Unit 1
Glenmachan Place
Belfast
BT12 6QH

Email: nicola.murphy@actionrenewables.co.uk

Dear

Thank you for your email of 8 May 2013, inviting me to speak at the opening of the conference you are organising on the Northern Ireland Renewable Heat Incentive (RHI).

I would be content to officially open the conference and provide a brief opening address highlighting the potential benefits and opportunities available through the RHI.

To make the necessary arrangements I would be grateful if you liaised directly with my Diary Secretary, Gillian Cahoon (028 9052 9440 or Gillian.cahoon@detini.gov.uk)

ARLENE FOSTER MLA
MINISTER OF ENTERPRISE, TRADE AND INVESTMENT

DRAFT LETTER (DECLINE)

Nicola Murphy
Business Development Manager
Action Renewables
Block C, Unit 1
Glenmachan Place
Belfast
BT12 6QH

Email: nicola.murphy@actionrenewables.co.uk

Dear

Thank you for your email of 8 May 2013, inviting me to speak at the opening of the conference you are organising on the Northern Ireland Renewable Heat Incentive (RHI).

I was pleased to learn of the proposed conference and agree that it will be a useful event to highlight the opportunities available through the RHI. Unfortunately, I already have a number of diary commitments for the 20th June and therefore will be unable to attend the event.

I wish you every success in the organisation and delivery of the conference.

ARLENE FOSTER MLA
MINISTER OF ENTERPRISE, TRADE AND INVESTMENT