

**From:** [McCoy, Laura](#) on behalf of [Hepper, Fiona](#)  
**To:** [DfE Private Office](#)  
**Cc:** [Sterling, David](#); [McCutcheon, Joanne](#); [Hutchinson, Peter](#); [Aiken, Glynis](#); [DG DETI Press Office](#); [Neth\\_Energy](#)  
**Subject:** FW: Invitation INV/712/2013 : Request to meet to hear what Okotech does and to ask for some advice on how to align energy efficiency with the sustainability delivered by RHI  
**Date:** 02 September 2013 11:42:00  
**Attachments:** [image002.png](#)  
[image008.png](#)  
[INV\\_712\\_2013 - Okotech.DOCX](#)

---

Private Office

Please see attached quick advice 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](http://www.detini.gov.uk)



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

---

**From:** Cahoon, Gillian  
**Sent:** Tuesday, August 27, 2013 01:08 PM  
**To:** Hepper, Fiona  
**Cc:** Dolaghan, Paul; [Neth\\_Energy](#); [Sterling, David](#); [Thomson, David](#); [Aiken, Glynis](#); [Stevenson, Valerie](#) (DETI Private Office); [DG\\_DETI Press Office](#); [Ingram, James](#)  
**Subject:** RE: Invitation INV/712/2013 : Request to meet to hear what Okotech does and to ask for some advice on how to align energy efficiency with the sustainability delivered by RHI

Another version of this request sent to the Minister's constituency office.

## Gillian Cahoon

Private Office  
Department of Enterprise, Trade & Investment  
Netherleigh  
Massey Avenue  
Belfast, BT4 2JP  
Tel: 028 9052 9440 (ext: 29440)  
Textphone: 028 9052 9304  
Web: [www.detini.gov.uk](http://www.detini.gov.uk)



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

**From:** [gillian.cahoon@detini.gov.uk](mailto:gillian.cahoon@detini.gov.uk) [<mailto:gillian.cahoon@detini.gov.uk>]

**Sent:** 27 August 2013 12:12

**To:** Hepper, Fiona

**Cc:** Dolaghan, Paul; Neth\_Energy; Sterling, David; Thomson, David; Aiken, Glynis; Stevenson, Valerie (DETI Private Office); DG\_DETI Press Office; Cahoon, Gillian; Ingram, James

**Subject:** Invitation INV/712/2013 : Request to meet to hear what Okotech does and to ask for some advice on how to align energy efficiency with the sustainability delivered by RHI

DEPARTMENT OF ENTERPRISE, TRADE AND INVESTMENT

INVITATION - URGENT

Reference: INV/712/2013

Invitation From: Janette O'Hagan

Subject: Request to meet to hear what Okotech does and to ask for some advice on how to align energy efficiency with the sustainability delivered by RHI

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

Date Referred: 27/08/2013

ACTION REQUIRED

Please provide advice and draft reply for signature by Minister. To be with Private Office by noon on 03/09/2013.

Gillian Cahoon (Private Office)  
Netherleigh House [Tel:-](tel:) Ext 29440

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

## DETI MINISTER INVITATION CASES - ADVICE PROFORMA

Completed by: Fiona Hepper  
Energy Division

Ext: 29215

Date: 2 September 2013

<b>INVITATION NUMBER:</b>	INV 712/2013
<b>INVITATION FROM:</b>	Janette O'Hagan, Okotech.  Okotech are a local company specialising in the development and supply of innovative energy efficient heating controls. Their product "heatboss" supports the efficient management of heating demand and has been supplied to a number of local care homes. Okotech have an ongoing relationship with Invest NI and recently won Propel Company of the Year.
<b>EVENT / MEETING:</b>	Request to meet with representatives of Okotech to learn more about the company and discuss potential linkages with the RHI and their products.
<b>DATE OF EVENT / MEETING (IF KNOWN)</b>	The meeting would be held at a time of the Minister's convenience.
<b>PROPOSED VENUE:</b>	Meeting would take place at either Parliament Buildings or Netherleigh.
<b>REASONS TO ACCEPT / DECLINE THE INVITATION</b>	Decline and offer a meeting with officials.
<b>ANY OTHER RELEVANT INFORMATION</b>	N/A
<b>FOI STATUS OF ADVICE</b>	This submission should be fully disclosable.
<b>RECOMMENDATION IF MINISTER SHOULD ATTEND / MEET (YES/NO)</b>	No
<b>PRIVATE OFFICE COMMENTS</b>	
<b>SPECIAL ADVISOR'S COMMENTS</b>	
<b>MINISTER'S DECISION</b>	

**DRAFT LETTER (DECLINE)**

Janette O'Hagan  
Okotech

Email: [janette@okotech.co.uk](mailto:janette@okotech.co.uk)

Dear

Thank you for your email of 27 August 2013, providing information on your company and the product you have been promoting to support energy efficiency in the local care home market. Given my Department's role in advising consumers on how best to manage energy demand and costs, I was pleased to learn of the success of your Heatboss product and your work with Invest NI.

Unfortunately, due to diary commitments, I am unable to meet with yourself to discuss how your product might align with the Northern Ireland Renewable Heat Incentive. However, my Head of Energy Division, Fiona Hepper is content to arrange a meeting with yourself and members of her Renewable Heat team if you would find this helpful.

To make the necessary arrangements I would be grateful if you liaised directly with Fiona's secretary, Laura McCoy (028 9052 9200 or [laura.mccoy@detini.gov.uk](mailto:laura.mccoy@detini.gov.uk)).

**ARLENE FOSTER MLA**  
**MINISTER OF ENTERPRISE, TRADE AND INVESTMENT**

**From:** [Janette O'Hagan](#)  
**To:** [McCoy, Laura](#)  
**Subject:** Meeting with Fiona Hepper  
**Date:** 05 September 2013 18:20:36  
**Attachments:** [heatboss2.png](#)  
[ATT00001.htm](#)  
[Propel.png](#)  
[ATT00002.htm](#)  
[INV712-13 Letter to Janette O'Hagan.pdf](#)  
[ATT00003.htm](#)

---

Hi Laura,

Minister Foster has advised that I should be able to meet with Fiona Hepper. Could you please check her availability and see when might suit?

Many thanks,  
Janette

From the Office of the Minister



Department of  
**Enterprise, Trade  
and Investment**  
[www.detini.gov.uk](http://www.detini.gov.uk)

NETHERLEIGH  
MASSEY AVENUE  
BELFAST  
BT4 2JP  
Tel: 028 90 529452  
Fax: 028 90 529545  
E Mail: [private.office@detini.gov.uk](mailto:private.office@detini.gov.uk)  
**INV 712-13**

Janette O'Hagan  
Okotech  
[janette@okotech.co.uk](mailto:janette@okotech.co.uk)

05 September 2013

Dear Janette

Thank you for your email of 27 August 2013, providing information on your company and the product you have been promoting to support energy efficiency in the local care home market. Given my Department's role in advising consumers on how best to manage energy demand and costs, I was pleased to learn of the success of your Heatboss product and your work with Invest NI.

Unfortunately, due to diary commitments, I am unable to meet with yourself to discuss how your product might align with the Northern Ireland Renewable Heat Incentive. However, my Head of Energy Division, Fiona Hepper is content to arrange a meeting with yourself and members of her Renewable Heat team if you would find this helpful.

To make the necessary arrangements I would be grateful if you liaised directly with Fiona's secretary, Laura McCoy (028 9052 9200 or [laura.mccoy@detini.gov.uk](mailto:laura.mccoy@detini.gov.uk)).

Yours sincerely

**Arlene Foster MLA**  
**Minister of Enterprise, Trade and Investment**

**From:** [McCoy, Laura](#) on behalf of [Hepper, Fiona](#)  
**To:** [McCutcheon, Joanne](#); [Hutchinson, Peter](#)  
**Subject:** Meeting with Janette O'Hagan (Okotech) re Heatboss  
**Attachments:** [Meeting with Fiona Hepper.msg](#)  
[FW Invitation INV7122013 Request to meet to hear what Okotech does and to ask for some advice on how to align energy efficiency with the sustainability delivered by RHI.msg](#)  
[FW heatboss - helping businesses get greener and more efficient.msg](#)

---

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**To:** [DfE Private Office](#)  
**Cc:** [Sterling, David](#); [McCutcheon, Joanne](#); [Hutchinson, Peter](#); [Aiken, Glynis](#); [DG DETI Press Office](#); [Neth\\_Energy](#)  
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**Date:** 02 September 2013 11:42:00  
**Attachments:** [image001.jpg](#)  
[image002.png](#)  
[image007.jpg](#)  
[image008.png](#)  
[INV\\_712\\_2013 - Okotech.DOCX](#)

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Regards,

## Laura McCoy

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**Sent:** 27 August 2013 12:12

**To:** Hepper, Fiona

**Cc:** Dolaghan, Paul; Neth\_Energy; Sterling, David; Thomson, David; Aiken, Glynis; Stevenson, Valerie (DETI Private Office); DG\_DETI Press Office; Cahoon, Gillian; Ingram, James

**Subject:** Invitation INV/712/2013 : Request to meet to hear what Okotech does and to ask for some advice on how to align energy efficiency with the sustainability delivered by RHI

DEPARTMENT OF ENTERPRISE, TRADE AND INVESTMENT

INVITATION - URGENT

Reference: INV/712/2013

Invitation From: Janette O'Hagan

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Date Referred: 27/08/2013

**ACTION REQUIRED**

Please provide advice and draft reply for signature by Minister. To be with Private Office by noon on 03/09/2013.

Gillian Cahoon (Private Office)  
Netherleigh House [Tel:-](tel:) Ext 29440

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

## DETI MINISTER INVITATION CASES - ADVICE PROFORMA

Completed by: Fiona Hepper  
Energy Division

Ext: 29215

Date: 2 September 2013

<b>INVITATION NUMBER:</b>	INV 712/2013
<b>INVITATION FROM:</b>	Janette O'Hagan, Okotech.  Okotech are a local company specialising in the development and supply of innovative energy efficient heating controls. Their product "heatboss" supports the efficient management of heating demand and has been supplied to a number of local care homes. Okotech have an ongoing relationship with Invest NI and recently won Propel Company of the Year.
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<b>DATE OF EVENT / MEETING (IF KNOWN)</b>	The meeting would be held at a time of the Minister's convenience.
<b>PROPOSED VENUE:</b>	Meeting would take place at either Parliament Buildings or Netherleigh.
<b>REASONS TO ACCEPT / DECLINE THE INVITATION</b>	Decline and offer a meeting with officials.
<b>ANY OTHER RELEVANT INFORMATION</b>	N/A
<b>FOI STATUS OF ADVICE</b>	This submission should be fully disclosable.
<b>RECOMMENDATION IF MINISTER SHOULD ATTEND / MEET (YES/NO)</b>	No
<b>PRIVATE OFFICE COMMENTS</b>	
<b>SPECIAL ADVISOR'S COMMENTS</b>	
<b>MINISTER'S DECISION</b>	

**Annex A****DRAFT LETTER (DECLINE)**

Janette O'Hagan  
Okotech

Email: [janette@okotech.co.uk](mailto:janette@okotech.co.uk)

Dear

Thank you for your email of 27 August 2013, providing information on your company and the product you have been promoting to support energy efficiency in the local care home market. Given my Department's role in advising consumers on how best to manage energy demand and costs, I was pleased to learn of the success of your Heatboss product and your work with Invest NI.

Unfortunately, due to diary commitments, I am unable to meet with yourself to discuss how your product might align with the Northern Ireland Renewable Heat Incentive. However, my Head of Energy Division, Fiona Hepper is content to arrange a meeting with yourself and members of her Renewable Heat team if you would find this helpful.

To make the necessary arrangements I would be grateful if you liaised directly with Fiona's secretary, Laura McCoy (028 9052 9200 or [laura.mccoy@detini.gov.uk](mailto:laura.mccoy@detini.gov.uk)).

**ARLENE FOSTER MLA**  
**MINISTER OF ENTERPRISE, TRADE AND INVESTMENT**

**From:** [Aiken, Glynis](#)  
**To:** [Cahoon, Gillian](#); [Stevenson, Valerie \(DfE Private Office\)](#)  
**Subject:** FW: heatboss - helping businesses get greener and more efficient  
**Date:** 27 August 2013 13:01:47  
**Attachments:** [heatboss2.png](#)  
[image003.png](#)  
[Propel.png](#)

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**From:** Arlene Foster [mailto:[arlene@arlenefoster.org.uk](mailto:arlene@arlenefoster.org.uk)]  
**Sent:** 26 August 2013 18:32  
**To:** Aiken, Glynis  
**Subject:** Fwd: heatboss - helping businesses get greener and more efficient

Arlene Foster MLA

Sent from my iPad

Begin forwarded message:

**From:** Janette O'Hagan <[janette@okotech.co.uk](mailto:janette@okotech.co.uk)>  
**Date:** 26 August 2013 05:22:23 CDT  
**To:** [arlene@arlenefoster.org.uk](mailto:arlene@arlenefoster.org.uk)  
**Subject:** heatboss - helping businesses get greener and more efficient

Hello Arlene,

my name is Janette O'Hagan and I'm co-founder of a local company called Okotech that has developed innovative energy efficient heating controls called heatboss. We won last year's Propel Company of the Year, so maybe you're aware of us, but just in case...

We developed heatboss specifically for retrofit into existing non-domestic buildings to make their heating smarter. heatboss is quick and easy to install and means that our clients only heat the rooms that they need at the time that they want and to the temperatures that suit each room's needs. By using heatboss, our current customers are saving on average 30% of their heating bill.

We've been focusing on the local care home market, as their heating requirement and subsequently their bills are huge, so it was a good place to start and get established in, but we've also got further plans to branch into adjacent markets such as hospitality, education, other healthcare and government buildings.

I wondered if you would be free any time to hear about what we do and for us to ask some advice on how we align the energy efficiency that we deliver with the sustainability delivered by RHI? Given the benefits of RHI we find that many of our potential customers are no longer worried about becoming more efficient, because they are now more sustainable. I firmly believe that the two should go hand in hand and would like to be part of making that happen.

I look forward to hearing back from you. I've attached one of our most recent case studies for your reference.

Many thanks,  
Janette

Many thanks,  
Janette



T: +44(0)28 9422 8141

M: Personal information redacted by the RHI Inquiry

E: [janette@okotech.co.uk](mailto:janette@okotech.co.uk)

W: <http://www.okotech.co.uk/>

A: Unit 1, Farranshane House, 1 Ballygore Road, Antrim, Co. Antrim, BT41 2RN Northern Ireland



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Please consider the environment before printing this email.

**From:** [Janette O'Hagan](#)  
**To:** [McCoy, Laura](#)  
**Subject:** Re: Meeting with Fiona Hepper  
**Date:** 11 September 2013 11:23:07  
**Attachments:** [heatboss2.png](#)  
[Propel.png](#)

---

Hi Laura,

11am is fine.

At this stage I think it will be just myself. I will let you know in advance if that's to change. I will send you through an agenda beforehand.

Should i come to Netherleigh and is there parking available there please?

Many thanks,  
Janette

**heatboss**

Personal information  
redacted by the RHI  
Inquiry

**T:** +44(0)28 9422 8141 **M:** [\[redacted\]](#) **E:** [janette@heatboss.co.uk](mailto:janette@heatboss.co.uk) **W:**  
[www.heatboss.co.uk](http://www.heatboss.co.uk)

**A:** Unit 1, Farranshane House, 1 Ballygore Road, Antrim, Co. Antrim, BT41 2RN Northern Ireland



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Please consider the environment before printing this email.

On 11 Sep 2013, at 11:16, "McCoy, Laura" <[Laura.McCoy@detini.gov.uk](mailto:Laura.McCoy@detini.gov.uk)> wrote:

Janette

Fiona wouldn't be free at 10am on 8 October, would 11am be ok?

Also could you let me know if anyone else will be attending with you and it would be helpful if you could send a proposed agenda a week or so in advance.

Many thanks.

Laura

**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](http://www.detini.gov.uk)

<[image001.jpg](#)> <[image002.png](#)>

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

**From:** Janette O'Hagan [mailto:[janette@heatboss.co.uk](mailto:janette@heatboss.co.uk)]  
**Sent:** 11 September 2013 10:54  
**To:** McCoy, Laura  
**Subject:** Re: Meeting with Fiona Hepper

meant to add, 10am is fine.

Many thanks,

Janette

<[image003.png](#)>

Personal information  
 redacted by the RHI  
 Inquiry

**T:** +44(0)28 9422 8141 **M:** [\[redacted\]](#) **E:** [janette@heatboss.co.uk](mailto:janette@heatboss.co.uk) **W:**

[www.heatboss.co.uk](http://www.heatboss.co.uk)

**A:** Unit 1, Farranshane House, 1 Ballygore Road, Antrim, Co. Antrim, BT41 2RN Northern Ireland

<[image004.png](#)>

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Please consider the environment before printing this email.

On 11 Sep 2013, at 10:53, Janette O'Hagan <[janette@heatboss.co.uk](mailto:janette@heatboss.co.uk)> wrote:

Hi Laura,

thanks for getting back to me. The 8th suits me.

Many thanks,

Janette

<[heatboss2.png](#)>

Personal information  
 redacted by the RHI  
 Inquiry

**T:** +44(0)28 9422 8141 **M:** [\[redacted\]](#) **E:** [janette@heatboss.co.uk](mailto:janette@heatboss.co.uk) **W:**

[www.heatboss.co.uk](http://www.heatboss.co.uk)

**A:** Unit 1, Farranshane House, 1 Ballygore Road, Antrim, Co. Antrim, BT41 2RN Northern Ireland

<Propel.png>

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On 11 Sep 2013, at 10:45, "McCoy, Laura" <[Laura.McCoy@detini.gov.uk](mailto:Laura.McCoy@detini.gov.uk)> wrote:

Janette

Further to your email below Fiona Hepper and her colleagues would have the following availability to meet with you:

Mon 7 October – anytime from 10.00am  
Tue 8 October – anytime from 11.00am  
Wed 9 October – anytime from 10.00am to 2.00pm  
Thu 10 October – anytime from 10.00am

Grateful if you could let me know if any of these time slots are suitable for you and we can get a date in diaries.

Many thanks.

Laura

**Laura McCoy**  
Personal Secretary  
Department of Enterprise, Trade & Investment  
Netherleigh  
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Belfast, BT4 2JP  
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<[image005.jpg](#)>    <[image006.png](#)>

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**From:** Janette O'Hagan [mailto:[janette@heatboss.co.uk](mailto:janette@heatboss.co.uk)]  
**Sent:** 05 September 2013 18:20  
**To:** McCoy, Laura  
**Subject:** Meeting with Fiona Hepper

Hi Laura,

Minister Foster has advised that I should be able to meet with Fiona Hepper.  
Could you please check her availability and see when might suit?

Many thanks,  
Janette

**From:** [McCoy, Laura](#)  
**To:** [Janette O'Hagan](#)  
**Subject:** RE: Meeting with Fiona Hepper  
**Date:** 11 September 2013 11:30:00  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Thanks Janette

If you could come to Netherleigh that would be great, there are plenty of visitors car parking spaces and I will let reception and security know to expect you.

Security will direct you to a space and I will call down to show you up to Fiona's office.

Joanne McCutcheon and Peter Hutchinson will both attend with Fiona Hepper.

Best regards,

Laura

**Laura McCoy**

Personal Secretary  
Department of Enterprise, Trade & Investment  
Netherleigh  
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Belfast, BT4 2JP  
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On 11 Sep 2013, at 11:16, "McCoy, Laura" <[Laura.McCoy@detini.gov.uk](mailto:Laura.McCoy@detini.gov.uk)> wrote:

Janette

Fiona wouldn't be free at 10am on 8 October, would 11am be ok?

Also could you let me know if anyone else will be attending with you and it would be helpful if you could send a proposed agenda a week or so in advance.

Many thanks.

Laura

**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](http://www.detini.gov.uk)

<[image001.jpg](#)> <[image002.png](#)>

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

**From:** Janette O'Hagan [<mailto:janette@heatboss.co.uk>]

**Sent:** 11 September 2013 10:54

**To:** McCoy, Laura

**Subject:** Re: Meeting with Fiona Hepper

meant to add, 10am is fine.

Many thanks,

Janette

<image003.png>

T: +44(0)28 9422 8141

M: Personal information redacted by the RHI Inquiry

E: [janette@heatboss.co.uk](mailto:janette@heatboss.co.uk) W: [www.heatboss.co.uk](http://www.heatboss.co.uk)

A: Unit 1, Farranshane House, 1 Ballygore Road, Antrim, Co. Antrim, BT41 2RN Northern Ireland

<image004.png>

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On 11 Sep 2013, at 10:53, Janette O'Hagan <[janette@heatboss.co.uk](mailto:janette@heatboss.co.uk)> wrote:

Hi Laura,

thanks for getting back to me. The 8th suits me.

Many thanks,

Janette

<heatboss2.png>

T: +44(0)28 9422 8141

M: Personal information redacted by the RHI Inquiry

E: [janette@heatboss.co.uk](mailto:janette@heatboss.co.uk) W: [www.heatboss.co.uk](http://www.heatboss.co.uk)

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On 11 Sep 2013, at 10:45, "McCoy, Laura" <[Laura.McCoy@detini.gov.uk](mailto:Laura.McCoy@detini.gov.uk)> wrote:

Janette

Further to your email below Fiona Hepper and her colleagues would have the following availability to meet with you:

Mon 7 October – anytime from 10.00am  
Tue 8 October – anytime from 11.00am  
Wed 9 October – anytime from 10.00am to 2.00pm  
Thu 10 October – anytime from 10.00am

Grateful if you could let me know if any of these time slots are suitable for you and we can get a date in diaries.

Many thanks.

Laura

**Laura McCoy**

Personal Secretary  
Department of Enterprise, Trade & Investment  
Netherleigh  
Massey Avenue  
Belfast, BT4 2JP  
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[<image005.jpg>](#)    [<image006.png>](#)

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

**From:** Janette O'Hagan [mailto:janette@heatboss.co.uk]  
**Sent:** 05 September 2013 18:20  
**To:** McCoy, Laura  
**Subject:** Meeting with Fiona Hepper

Hi Laura,

Minister Foster has advised that I should be able to meet with Fiona Hepper. Could you please check her availability and see when might suit?

Many thanks,  
Janette