

**COMPOSITE DIVISIONAL PLAN**  
**ENERGY DIVISION**

**2011 – 2012**

**June 2011**

**DFE-386704**

DT1/11/0046868

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# ENERGY DIVISION TARGETS

[PSA 1]

Productivity Growth

[DSO 3 (Departmental Strategic Objective) – To ensure a modern economic infrastructure to support business]

## PSA AND CORPORATE PLAN TARGETS 2011/2015

**Action - OPEN UP ENERGY MARKETS TO EXTERNAL COMPETITION AND ENSURE ACCESS TO ALTERNATIVE ENERGY SOURCES. TO SUPPORT THIS, RESEARCH WILL BE TAKEN FORWARD ON ISSUES SUCH AS DEVELOPING OF THE ELECTRICITY GRID, ENSURING DIVERSITY AND SECURITY OF ENERGY SUPPLIES AND IMPROVING LINKS WITH GB**

**Delivery of the 2011-2015 objectives within the Strategic Energy Framework 2010, aimed at:**

- Building competitive energy markets;
- Ensuring security of supply;
- Enhancing sustainability and development of our energy infrastructure;
- Increasing the level of electricity and heat from renewable sources.

## OPENING BASELINE BUDGET ALLOCATIONS 2011/12

### ADMIN:

<u>Salaries</u>	<u>£1,241k</u>
<u>GAE</u>	<u>£20k</u>
<u>Consultancy</u>	<u>£470k</u>

### RESOURCE / PROGRAMME:

Consultancy (Wayleaves)	£86k
EU Competitiveness (inc match)	£494k

Total Resource / Programme £580k

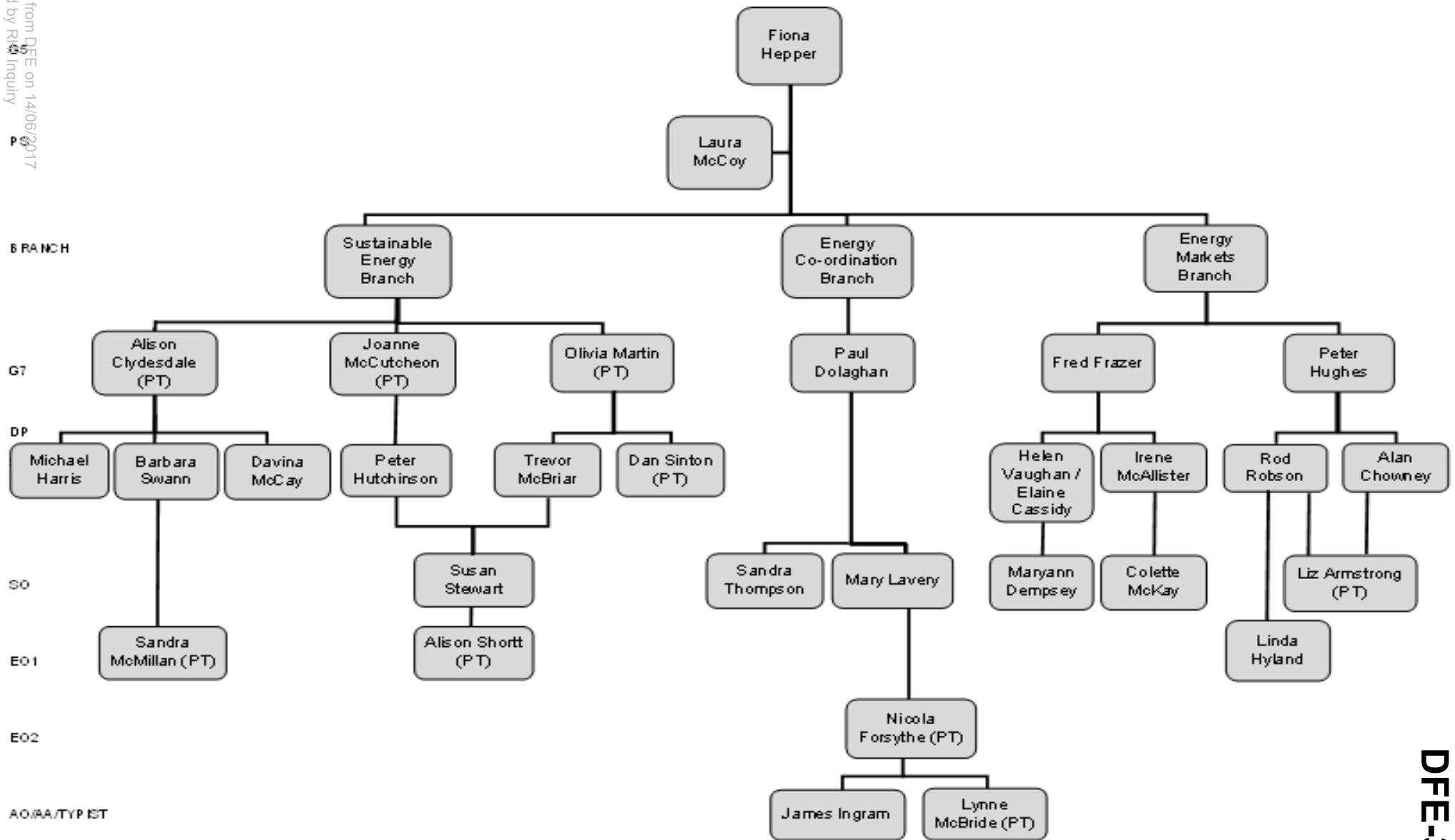
### INTERREG REQUIREMENT (inc match)

Isles / Biomara £335k

CAPITAL: £2m

ENERGY DIVISION ORGANISATION CHART - May 2011

Received from DFE on 14/06/2017  
Annotated by RIA Inquiry



### Overview of Divisional Work

<b>Legislation</b>	<b>Expenditure</b>	<b>Policy/Strategy</b>
IME 3 - legal advice on licence modification arrangements	GAE <b>£20k</b>	Strategic Energy Framework (SEF) Implementation Plan
IME 3 - legal advice on electricity distribution and exemptions	Legal Advice and Counsel (via DSO) <b>£470k</b>	Onshore Renewable Electricity Policy
IME 3 - further unbundling advice	Wayleaves Consultancy <b>£86k</b>	Offshore Renewable Electricity Policy
IME 3 - SEM Order amendments	Renewable Heat Admin (Competitiveness) <b>£200k</b>	Renewable Heat Policy
Electricity Standard licence Conditions	Isles Project (Interreg) <b>£222.5k</b>	Bioenergy Action Plan – monitor and report progress
Electricity Licence Applications Regulations	Biomara Project (Interreg) ( <b>£112.5k</b> )	Sustainable Energy Action Plan
Gas licence criteria - legal advice required	Supplier Obligation (Competitiveness) <b>£60k</b>	Energy Services Directive
Gas storage - legal advice required re consents	2050 Vision/ Strategy (Competitiveness) <b>£68k</b>	Energy Supplier Obligations
Gas Licence Applications Regulations	AD and Sewage Sludge Study (Competitiveness) <b>£30k</b>	Common Arrangements for Gas
Consolidation of Gas, Electricity and Energy Orders	NIRO Financial Institutions Seminar (Competitiveness) <b>£2k</b>	Electricity & Gas Market Policy
RED Art 16 Stage 1	EMR/ NIRO Study (Competitiveness) <b>£32.5k</b>	All-Island Energy Market Development Framework
RED Regulations	Onshore/ Offshore grid policy (Competitiveness) <b>£10k</b>	Isles Offshore Grid Study
New Energy Bill inc supplier obligation	Sustainable Energy Comms Campaign (Competitiveness) <b>£250k</b>	SEM Appeals System
NIRO/ FIT Order	Grid SEA Appropriate Assessment (Competitiveness) <b>£15k</b>	Emergency Planning
Draft regs for RHI	Renewable Heat Incentive (AME Capital) <b>£2m</b>	British Irish Council (BIC) – Energy Workstream
Fuel Security Code		
Common Arrangements for Gas – Bill preparation		
Carbon Price Floor		
Amendments to SEM Order	<b>NB: bid of £174k required to cover all proposed EU Competitiveness expenditure</b>	

## SUSTAINABLE ENERGY – OPERATING PLAN 2011 - 2012

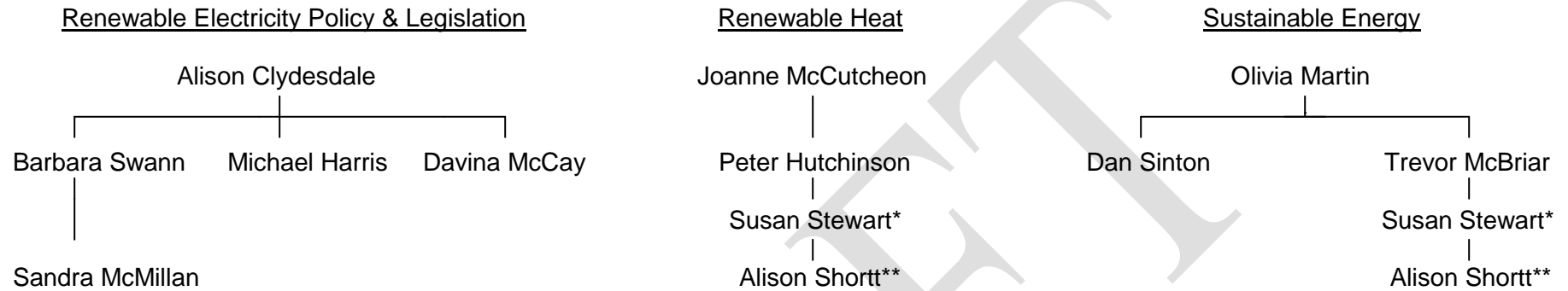
### 1. ROLE AND OBJECTIVES

The main purpose of the Branch is to develop sustainable energy policy for Northern Ireland and raise awareness of and promote sustainable energy generally.

Specifically, its objectives are:

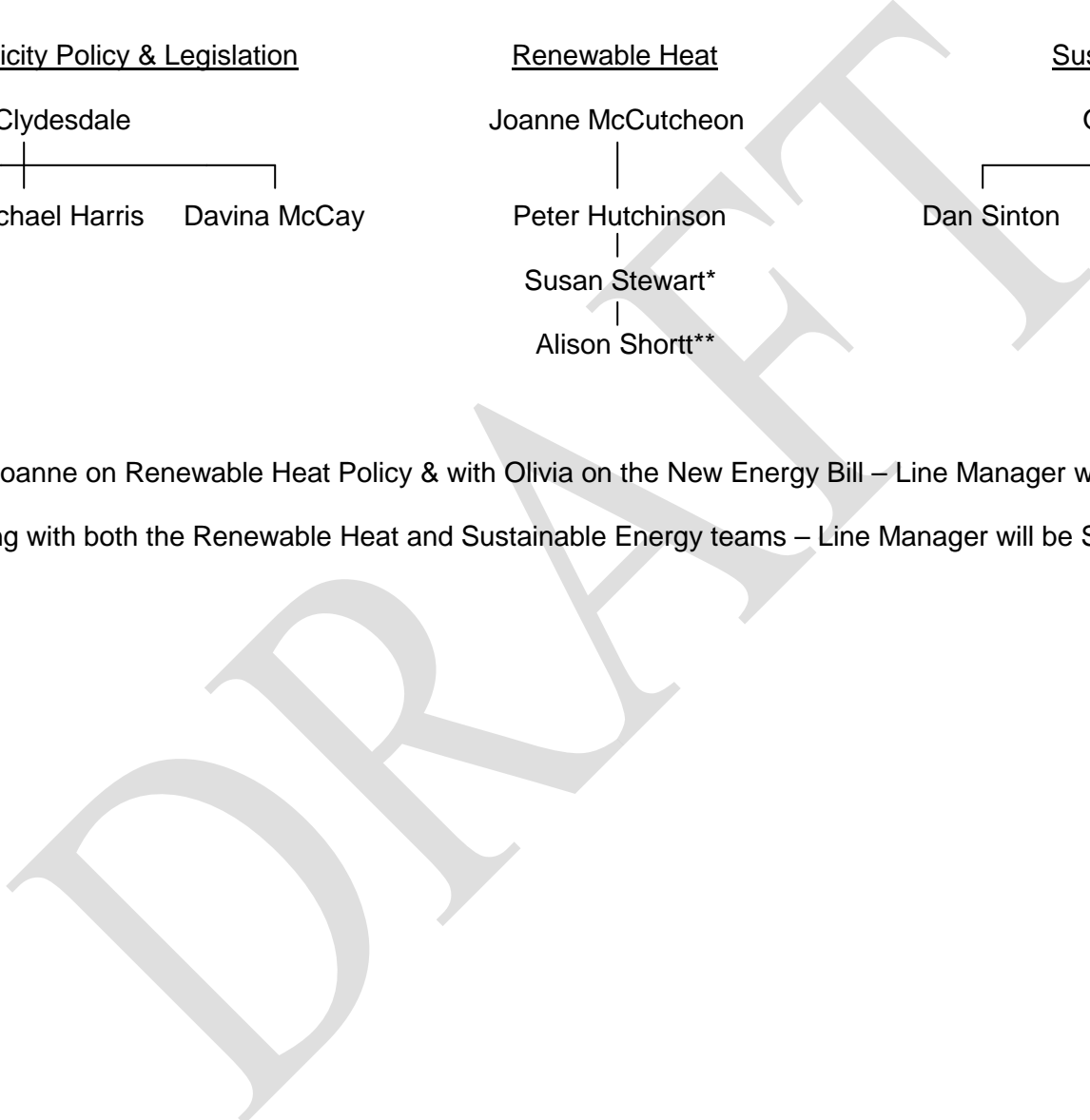
OP Target:	
	By 31 March 2012, secure Assembly approval of the Northern Ireland Renewables Obligation (Amendment) Order 2012.
	By 31 December 2011, have communicated (and consulted on) Northern Ireland's intentions around renewable electricity incentivisation in response to DECC's Electricity Market Reform package.
	By 31 December 2011, have secured Executive approval for publication of the Offshore Renewable Electricity Strategic Action Plan (2011-2020) and progress implementation of actions.
	By 31 March 2012, publish the On Shore Renewables Strategic Action Plan and post adoption statement for the associated Strategic Environmental Assessment.
	By 30 September 2011, establish a sustainable energy messaging framework.
	By 31 March 2012, have in place all necessary arrangements to facilitate the operation of a Renewable Heat Incentive in Northern Ireland.
	By 31 March 2012, secure Executive approval for a cross departmental Renewable Heat Roadmap.
	By 31 March 2012, secure Executive approval for policy consultation on new Energy Bill.
	By 30 June 2011, respond to the ETI Committee's Report on Renewable Energy.
	During 2011/12, continue to enhance the role of energy efficiency by working with suppliers, other departments and the Utility Regulator to optimise Northern Ireland's contribution to the UK Energy Efficiency Action Plan.
	By 30 September 2011, establish and make significant progress towards implementing the Executive's decisions on the SE IDWG.

2. BRANCH ORGANISATION CHART



\*Susan working with Joanne on Renewable Heat Policy & with Olivia on the New Energy Bill – Line Manager will be Olivia Martin/Trevor McBriar.

\*\* Alison Shortt working with both the Renewable Heat and Sustainable Energy teams – Line Manager will be Susan Stewart.





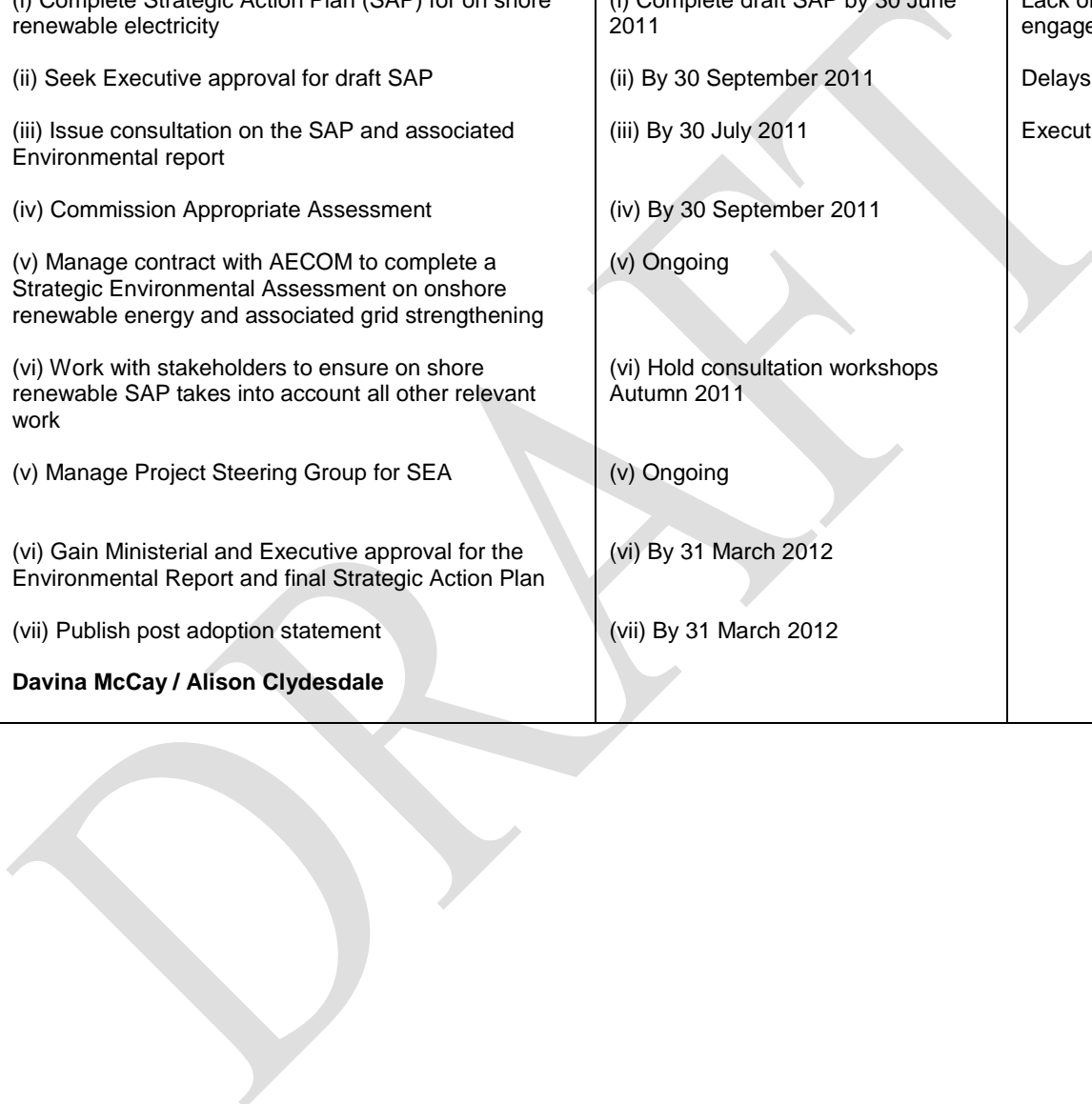
## BRANCH PLAN FOR 2011/12

## TASKS – RENEWABLE ELECTRICITY POLICY &amp; LEGISLATION BRANCH

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
Electricity Market Reform	(i) Assess impact of EMR proposals for Northern Ireland  (ii) Seek Ministerial approval for the way ahead  (iii) Liaise with DECC on implementation of EMR  (iv) Develop NI specific proposals whilst maintaining 'socialisation' of costs across the UK  <b>Alison Clydesdale / Michael Harris</b>	(i) Complete analysis by 31 July 2011  (ii) By 30 September 2011  (iii) Attend EMR Steering Group meetings.  (iv) If required, consult on NI intentions by 31 December 2011	Concern from industry around EMR issues will lead to Increased levels of correspondence, AQs etc. which will impact on other work with current resources.  Implementation of EMR may require additional primary legislation in a challenging timescale and will need to be considered.  Potential for EMR to disincentivise investment in renewables in NI.

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<p><b>NIRO</b></p>	<p>(i) Secure Assembly approval of the NIRO Amendment order.</p> <p>(ii) NIRO Consultation issues to be addressed:</p> <ul style="list-style-type: none"> <li>• Implications of the banding review to be taken into account.</li> <li>• Extending NIRO to 2037 in line with EMR work</li> <li>• RHI transition-related issues</li> <li>• Obtaining vires for offshore marine (tbc if this can be done via primary or secondary legislation)</li> </ul> <p>(iii) Drafting of amendment order</p> <p>(iv) Associated RIA and EQIA</p> <p>(v) State Aid notification</p> <p><b><u>NFFO-NIRO</u></b></p> <p>(i) Ongoing management of NFFO-NIRO arrangement</p> <p><b>Michael Harris</b></p>	<p>(i) Ensure that amendments to the NIRO are made by 31 March 2012</p> <p>(ii) Consultation to issue by 30 September 2011.</p> <ul style="list-style-type: none"> <li>• On going liaison with DECC</li> <li>• Issue Gov response to NIRO consultation –December 2011/January 2012</li> </ul> <p>(iii) Lay draft order – 29 February 2012</p> <p>(iv) RIA and EQIA finalised 29 February 2012</p> <p>(v) Submit State Aid pre-notification in Sept/October 2011.</p> <p>Ongoing</p>	<p>NIRO order and potential EMR and RHI transition work in the same year will be difficult with current resources. May lead to a delay.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<p><b>Onshore Renewable Electricity Policy</b></p>	<p>(i) Complete Strategic Action Plan (SAP) for on shore renewable electricity</p> <p>(ii) Seek Executive approval for draft SAP</p> <p>(iii) Issue consultation on the SAP and associated Environmental report</p> <p>(iv) Commission Appropriate Assessment</p> <p>(v) Manage contract with AECOM to complete a Strategic Environmental Assessment on onshore renewable energy and associated grid strengthening</p> <p>(vi) Work with stakeholders to ensure on shore renewable SAP takes into account all other relevant work</p> <p>(v) Manage Project Steering Group for SEA</p> <p>(vi) Gain Ministerial and Executive approval for the Environmental Report and final Strategic Action Plan</p> <p>(vii) Publish post adoption statement</p> <p><b>Davina McCay / Alison Clydesdale</b></p>	<p>(i) Complete draft SAP by 30 June 2011</p> <p>(ii) By 30 September 2011</p> <p>(iii) By 30 July 2011</p> <p>(iv) By 30 September 2011</p> <p>(v) Ongoing</p> <p>(vi) Hold consultation workshops Autumn 2011</p> <p>(v) Ongoing</p> <p>(vi) By 31 March 2012</p> <p>(vii) By 31 March 2012</p>	<p>Lack of Project Steering Group engagement</p> <p>Delays by AECOM</p> <p>Executive approval not forthcoming</p>



Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>Off shore Renewable Electricity Policy</b>	<p>(i) Finalise and publish the Regional Locational Guidance</p> <p>(ii) Complete the Habitats Regulations Assessment process including the Appropriate Assessment within the finalised Offshore Renewable Energy Strategic Action Plan 2011-2020 (ORESAP)</p> <p>(iii) Seek Executive approval to publish the ORESAP 2011-2020</p> <p>(iv) Implementation of the ORESAP</p> <ul style="list-style-type: none"> <li>• Liaise with OFMDFM on ROI marine boundary issue.</li> <li>• Facilitate The Crown Estate Expressions of Interest (EOI) stage and ongoing actions to progress the 2011 Leasing Round</li> <li>• Manage (and undertake secretariat role) for OREF</li> </ul> <p>(v) Work with Stakeholders (specifically developers/ NGOs. Invest NI and DECC) on all elements of off shore development</p> <p>(vi) Provide policy advice in relation to offshore decommissioning as appropriate to energy bill team</p> <p>(vii) Provide input to NIEA on the streamlining of offshore consenting and licensing regime</p> <p>(viii) Contribute to BIC Marine Renewable Energy Group as appropriate</p> <p>(ix) Liaison with DECC re: Off Shore marine vires</p> <p><b>Barbara Swann</b></p>	<p>(i) By 31 July 2011</p> <p>(ii) HRA complete by 30 June 2011 AA complete by end September</p> <p>(iii) Publish final ORESAP by 31 December 2011</p> <p>(iv) Ongoing</p> <ul style="list-style-type: none"> <li>• Ongoing</li> <li>• EOI stage September / October 2011 with possible developments rights issued by 31 March 2012</li> <li>• Hold 3 meetings - 7 June 2011, 13 October 2011 and 10 January 2012.</li> </ul> <p>(v) Quarterly liaison meetings with DECC</p> <p>(vi) As required</p> <p>(vii) By 31 December 2011</p> <p>(viii) As required</p> <p>(ix) Input to Energy Bill team as required.</p>	<p>Lack of resource. Lack of OREF engagement. Lack of DOE engagement on marine consents. Reluctance by DECC re legislative issues. Reluctance by ROI/ FCO to engage/resolve jurisdictional issues. Lack of sectoral interest in NI Leasing Round given uncertainties such as the EMR Non completion / delays in the Grid strengthening work.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>Contribute to DOE's work on the development of policy and legislation on the NI Marine Bill.</b>	Ensure that DETI issues (energy, minerals, telecoms and tourism) are represented in DOE's policy development and legislative work on the NI Marine Bill and other related activities.  <b>Alison Clydesdale &amp; Barbara Swann</b>	Ongoing in line with DOE's timetable.	Lack of resource Late engagement by DOE with DETI on issues
<b>Future Grid</b>	To work with stakeholders in relation to smart grid and smart meters.  <b>Alison Clydesdale</b>	(i) to work with Invest NI, SGI in relation to smart grid;  (ii) to provide suitable input on NIAUR's cost benefit analysis of smart metering.	Limited resource  Lack of engagement by NIAUR.
<b>SEIDWG Grid Group</b>	To participate in the SEIDWG grid group  <b>Alison Clydesdale / Davina McCay</b>	(i) To establish the group (membership, TOR) (ii) To hold 2 meetings during 2011/12 (iii) Brief ETI Committee	Lack of stakeholder engagement  Lack of robust outcomes
<b>Craigavon Borough Council fraud case</b>	To continue to pursue Clawback on CBC Interreg 3 a project  <b>Davina McCay</b>	(i) To continue to liaise with CBC on clawback issue  (ii) To liaise with DSO as required	Lack of resource if case goes to court
<b>Legacy EU funding issues</b>	(i) Complete PPE for Action Renewables (ii) Oversee outstanding Interreg IIIA PPE's (iii) Complete final claim for SMALLEST project  <b>Davina McCay</b>	(i) To complete all PPEs by 30 September 2011. (ii) To complete SMALLEST claim by 31 July 2011.	
<b>Briefing / General Administration</b>	(i) Respond to AQOs, AQWs, requests for Ministerial briefing in a timely and accurate manner;  (ii) Respond to correspondence cases and TOFs as required and in a timely manner;  (iii) Brief ETI Committee either in written or oral form or both as required;  (iv) Provide advice on Executive papers from OGDs as required;  (v) Contribute to Energy Coordination Branch requirements.  <b>All</b>	Ongoing	Lack of resource

## TASKS – RENEWABLE HEAT BRANCH

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>Renewable Heat Incentive</b>	Complete Economic Appraisal of the RHI  Secure Ministerial endorsement for preferred option  Launch Public Consultation on the design and implementation of the proposed scheme  Analyse and report on Consultation  Get Ministerial approval for final scheme and have scheme in place  Have appropriate legislation in place to provide DETI with the powers to administer the RHI Scheme  <b>Joanne McCutcheon/ Peter Hutchinson</b>	By 31 May 2011  By 30 June 2011  By 31 July 2011  By 31 December 2011  By 31 March 2012  By 31 March 2012	Timing – securing all necessary approvals by recess  Not securing cover for administration costs (OFGEM costs) Lack of in-house resource to manage scheme  Primary amendment not successful in GB
<b>Renewable Heat Policy</b>	Consider establishment of a Renewable Heat Strategy Group  Make significant progress towards Cross Departmental Renewable Heat Roadmap  <b>Joanne McCutcheon/ Peter Hutchinson</b>	By 31 December 2011  By 31 March 2012	Lack of Interest from other Departments.
<b>Bioenergy</b>	Monitor and report progress against the Bioenergy Action Plan  Provide Secretariat to Bioenergy sub-group of SEIDWG  <b>Joanne McCutcheon/ Peter Hutchinson</b>	Ongoing (progress to be monitored and reported against on a biannual basis)  Ongoing (meetings to be held in October 2011 and April 2012)	

<b>Activity</b>	<b>Key Actions G7 and / or DP Responsible</b>	<b>Performance Target(s) and Date(s)</b>	<b>Risks</b>
<p><b>Sustainable Energy Messaging Framework</b></p>	<p>Work with EIS and CPD to appoint Marketing and Communications Agency</p> <p>Establish a sustainable energy messaging framework</p> <p>Work with appointed agency to produce appropriate branding and DETI messaging</p> <p>Provide secretariat for the Comms sub-group to manage the contract</p> <p><b>Joanne McCutcheon/ Peter Hutchinson</b></p>	<p>By 31 August 2011</p> <p>By 30 September 2011</p> <p>By 31 March 2012</p> <p>Ongoing</p>	<p>Lack of quality response to ITT.</p> <p>Lack of support across all Departments.</p> <p>Inadequate funding.</p>

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## TASKS – SUSTAINABLE ENERGY BRANCH

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>Energy Bill</b>	Scope Bill  Liaise with other relevant branches/departments on policy and consultation  Draft consultation  Get TMT/Ministerial approval for consultation  Get Executive approval for consultation  Issue consultation  <b>Olivia Martin / Trevor McBriar</b>	By end summer 2011      By 30 November 2011      By 31 March 2012	Scoping too wide – Bill becomes unmanageable.  Other branches/departments demand too much or do not co-operate fully.  Policy issues not agreed at official level.    Political issues impinge.
<b>ETI Committee Report</b>	Advice to TMT/ Minister    Draft report back to Committee to cover all recommendations (not listed here for reasons of space).  Implement those recommendations DETI: (a) agrees and (b) is responsible for.   Liaise with departments responsible for other recommendations.   Report back to Committee on implementation across departments on six-monthly basis or as agreed with the Committee.  <b>Olivia Martin / Trevor McBriar</b>	End May/very early June 2011    End May/very early June 2011    Progress reports will be required six-monthly so look for quick wins by December 2011   Progress reports will be required six-monthly so look for quick wins by December 2011	Nil response from other departments means return incomplete.  Minister unhappy with recommendations.   Political risks if Committee unhappy with DETI response.   Other departments do not co-operate.   Other departments do not co-operate. Political risks from slow/non-implementation.



Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
SE IDWG	<p>Ensure implementation of Executive agreed recommendations:</p> <ul style="list-style-type: none"> <li>• Statement of leadership</li> <li>• Executive-wide SEAP</li> <li>• Liaise with DOE on the use of expertise from across the NICS and externally</li> <li>• Planning and renewable energy group</li> <li>• Vires</li> </ul> <p>Implement those recommendations DETI: (a) agrees and (b) is responsible for.</p> <p>Liaise with departments responsible for other recommendations.</p> <p>Organise and act as secretary for meetings which should take place in [June/October/January], including production of advance papers on all DETI recommendations being taken forward.</p> <p>Planning and Renewable Energy group: agree TOR and implement agreed work programme. [insert when agreed]</p> <p><b>Olivia Martin / Trevor McBriar</b></p>	<p>Draft papers to go to July meeting. Executive-wide SEAP to be agreed by Executive by 31 March 2012.</p> <p>Meetings scheduled to take place: June 2011, October 2011 &amp; January 2012.</p> <p>First meeting before summer recess (ensure grid group also meets)</p>	<p>Lack of co-operation from other branches/departments.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
RED	Priority dispatch: <ul style="list-style-type: none"> <li>• Complete consultation analysis</li> <li>• Revise regulations</li> <li>• Make regulations</li> </ul> <b>Olivia Martin</b>	Make regulations by September 2011	Lack of co-operation from NIAUR.
	Implementation of Promotion of Renewable energy regulations for which DETI is responsible: <ul style="list-style-type: none"> <li>• Measures taken to inform the public [DETI]</li> <li>• Duty to make information available about the benefits, costs and energy efficiency of renewables [DETI]</li> <li>• Duty to ensure guidance available on optimal combination [DOE and DETI]</li> <li>• Duty to ensure guidance available about support schemes [DETI]</li> <li>• Duty to ensure certification schemes established [DETI]</li> </ul> <b>Olivia Martin (and other responsible branches)</b>	By 5 December 2011	Lack of co-operation from other branches/departments. Lack of resources.
	Monitor implementation of those regulations for which other departments are responsible: <ul style="list-style-type: none"> <li>• Adaptation costs review [NIAUR]</li> <li>• Duty to ensure public buildings fulfil an exemplary role [DFP]</li> </ul> <b>Olivia Martin</b>	By 5 December 2011	Lack of co-operation from other branches/departments.

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>Energy Efficiency</b>	<p>Energy Services Directive</p> <ul style="list-style-type: none"> <li>• Monitor implementation of ESD</li> <li>• Maintain/review Voluntary Agreements</li> <li>• Collect and report on energy efficiency data</li> <li>• Update NI section of National EE Plan</li> </ul> <p>Energy Supplier Obligation</p> <ul style="list-style-type: none"> <li>• Consider increasing end user efficiency through a Carbon Emissions Reduction Target style supplier obligation – as per SEF</li> <li>• Obtain expert advice and opinion on EE through a supplier obligation.</li> <li>• Consider the interface between GD, GND and a NI energy supplier obligation.</li> <li>• Consult on the outcomes</li> <li>• If required feed into scope of the Energy Bill.</li> </ul> <p>Green Deal/Green New Deal</p> <ul style="list-style-type: none"> <li>• Monitor DECC progress on introducing Green Deal in GB</li> <li>• Advise the GND IDWG and attend meetings when required.</li> </ul> <p>CHP/Cogen Directive</p> <ul style="list-style-type: none"> <li>• Liaise with DECC on the minimum requirements of the Directive.</li> <li>• Update the NI reports on potential and barriers only if necessary</li> <li>• Provide to EC/DECC requirements.</li> </ul> <p>Proposed Energy Efficiency Directive – when it emerges</p> <ul style="list-style-type: none"> <li>• Liaise with DECC and provide NI perspective as required.</li> <li>• Brief management on the requirements of the Directive as they become clear.</li> </ul> <p><b>Olivia Martin / Dan Sinton</b></p>	<p>Ongoing Ongoing By 31 October 2011</p> <p>By 30 July 2011</p> <p>By 31 December 2011</p> <p>Ongoing</p> <p>By 31 January 2011</p> <p>Ongoing</p>	<p>Lack of communication from DECC. Tight deadlines from DECC.</p> <p>Political ramifications if DETI seen not to be helpful. Resource issues of contributing money to fund.</p> <p>DECC uncooperative.</p> <p>DECC ignores NI comments. Implications of Directive require resource to deliver in NI.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
RTFO	Manage N.I. aspects of RED transposition in the RTFO.  <b>Olivia Martin</b>	Ongoing	
<b>Machinery of Government</b>	<ul style="list-style-type: none"> <li>• AQWs, AQOs</li> <li>• Correspondence and Treat Official cases</li> <li>• Debates</li> <li>• ETI Committee appearances</li> <li>• Governance: risk register; planning; reporting against targets</li> <li>• Coordinated returns</li> <li>• Finance and budgets</li> <li>• Ad hoc queries etc</li> </ul> <b>All</b>	Ongoing	

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**TOTAL BRANCH BUDGET**

<b>Renewable Electricity Study into EMR Proposals</b>	<b>£32.5k (EU Comp + match)</b>
<b>Onshore Grid SEA: App Assessment</b>	<b>£15k (EU Comp + match)</b>
<b>Policy Research</b>	<b>£10k (EU Comp + match)</b>
<b>Sustainable Energy Communications</b>	<b>£250k (EU Comp + match)</b>
<b>Supplier Obligation</b>	<b>£60k (EU Comp + match)</b>
<b>ETI Committee Recs – 2050 Vision/ Strategy</b>	<b>£68k (EU Comp + match)</b>
<b>ETI Committee Recs – AD &amp; Sewage Sludge research</b>	<b>£30k (EU Comp + match)</b>
<b>ETI Committee Recs – finance institutions seminar</b>	<b>£2k (EU Comp + match)</b>
<b>Renewable Heat Scheme – Admin</b>	<b>£200k (EU Comp + match)</b>
<b>TOTAL</b>	<b>£667k (EU Comp + match)</b>
<b>NB: EU Comp + match Budget is £494k – Bid will be required to cover all proposed activity.</b>	

**Renewable Heat Scheme** **£2m AME/ Capital**

**External Consultancy / Legal** **£282k (notional branch allocation)**

## MARKETS BRANCH - OPERATING PLAN 2011 - 2012

### 1. ROLE AND OBJECTIVES

The main purpose of the Branch is to promote the strategic development of efficient, diverse, reliable, and environmentally friendly electricity and gas industries in Northern Ireland, and to develop mutually beneficial energy markets on a North-South, East-West basis.

Specifically its objectives are:

OP Target:	
	By 30 June 2011, in co-operation with the Utility Regulator, finalise an agreed implementation plan to monitor delivery of the EU Third Energy Package requirements.
	By 31 July 2011, secure Executive approval to consult with the energy industry on how best to extend the natural gas network in Northern Ireland.
	By 31 March 2012, ensure DETI participation in gas and electricity tariff reviews as they arise during the year, and provide appropriate briefing for the Minister and senior officials in advance of the tariff announcements.
	During 2011/12, co-operate with the Utility Regulator and energy industry to encourage greater levels of competition in electricity and gas supply markets.
	During 2011/12, meet with electricity power generators, and separately with the system operator SONI, to review levels of plant reliability and investment plans, including biomass and faster start conventional generation.
	By 30 September 2011, disseminate results of the Energy Storage Study, and continue to engage with companies interested in development of gas and compressed air storage.
	By 30 November 2011, working with the Irish Government and both Regulators, introduce parallel primary legislation to provide for Common Arrangements for Gas.
	During 2011/12, work with the Irish Government and NIE to progress the second North/South Interconnector project.
	By 31 December 2011, work with the Irish and Scottish Governments to jointly publish report on the ISLES Offshore Grid for renewable electricity generation.
	By 30 June 2011, commence public consultation on the Electricity Quality and Safety Regulations.
	By 31 December 2011, work with the Irish Government and DECC to put in place a regional risk assessment for gas to meet the obligation in the EU Security of Gas Supply Regulations.
	By 31 July 2011, ensure implementation of the revised Fuel Security Code for N.I.

2. BRANCH ORGANISATION CHART



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## BRANCH PLAN FOR 2011/12

## TASKS – DOMESTIC ENERGY MARKETS

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<p><b>Implementation –</b> Develop an IME3 Implementation plan in conjunction with NIAUR</p> <p>Designate provisions of EU Electricity and Gas Regulations as 'relevant requirements'</p>	<ul style="list-style-type: none"> <li>• Engage with NIAUR on development of draft plan</li>   <li>• Legal advice on appropriate provisions</li> <li>• Engage with NIAUR</li> <li>• Decide whether to consult on designation</li> <li>• Publish designation</li> </ul> <p><b>Fred Frazer/Helen Vaughan/Elaine Cassidy</b></p>	<p>Develop an agreed IME3 implementation plan by 30 June 2011 to monitor delivery of the Third Package requirements</p> <p>By 31 January 2012 designate and publish in the Belfast Gazette the provisions of the EU Electricity and Gas Regulations which are to be treated as 'relevant requirements'</p>	<p>Lack of engagements/support by the Utility Regulator (or, where relevant DCENR/DECC) within the required timescales, lack of DETI and/or legal resources.</p>



Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<p><b>Amend Class Exemptions Regulations to provide for electricity distribution licence exemptions</b></p>	<ul style="list-style-type: none"> <li>• Engage with NIAUR on scope of appropriate exemptions</li> <li>• Engage as necessary with other government departments.</li> <li>• Prepare agreed consultation paper</li> <li>• Prepare amending Regulations in consultation with legal advisers/DSO</li> </ul>	<p>By 31 December 2011, publish consultation paper on distribution licensing exemptions</p> <p>By 30 September 2012, have made necessary amendments to Class Exemptions Regulations to put in place agreed distribution exemptions.</p>	
<p><b>Designation and notification of certified electricity and gas transmission system operators</b></p>	<ul style="list-style-type: none"> <li>• Liaise with NIAUR</li> </ul>	<p>As entities are certified as TSOs by NIAUR, designate such entities, notify designation in line with Art 10H of Electricity Order and 8H of Gas Order</p>	
<p><b>Amendments to SEM Order</b></p>	<ul style="list-style-type: none"> <li>• Engage with DECNR, and NIAUR</li> <li>• Prepare consultation paper</li> <li>• Prepare amending Regulations in consultation with legal advisers/DSO</li> </ul> <p><b>Fred Frazer/Helen Vaughan/Elaine Cassidy</b></p> <p>Update gas and electricity licence application regulations to ensure compliance with IME3 – gas licence application regulations also to be amended to reflect UK Companies Act 2006 and correct minor drafting error.</p> <p><b>Fred Frazer / Helen Vaughan</b></p>	<p>[By 31 October 2011 – <i>timing to be agreed with DCENR</i>], have agreed a policy position with DCENR in respect of any legislative changes to SEM Order to reflect NRA objectives in Electricity Directive</p>	

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<p><b>Scrutiny of electricity and gas licence modifications developed by NIAUR to give effect to the requirements of the Electricity and Gas Directives</b></p> <p><b>Development of standard electricity licence conditions and review of gas standard licence conditions</b></p> <p><b>Further consultation on changes to electricity and gas licence modification arrangements</b></p>	<ul style="list-style-type: none"> <li>• Engage with NIAUR on content of electricity standard conditions</li> <li>• Review gas standard conditions</li> <li>• Prepare consultation paper</li> </ul> <ul style="list-style-type: none"> <li>• Review DECC arrangements</li> <li>• Engage with NIAUR</li> <li>• Prepare draft consultation paper in consultation with legal advisers</li> </ul> <p><b>Fred Frazer/Helen Vaughan/Elaine Cassidy</b></p>	<p>By 31 December 2011, (<i>in line with NIAUR timelines</i>) to have scrutinised and consented to all the licence modifications received from NIAUR which are required to give effect to the Electricity and Gas Directive requirements.</p> <p>By 31 March 2012 , to have developed in conjunction with the Utility Regulator, proposals for draft standard electricity licence conditions for generation, transmission, distribution and supply licences and any modifications deemed necessary to existing gas standard conditions with a view to consulting on and implementing those conditions during 2012/13 [timing tbc].</p> <p>By 31 March 2012 to develop a consultation paper on a possible review of the existing electricity and gas licence modification arrangements.</p>	
<p><b>Outworking of the IME3 EU Regulations for Gas and Electricity.</b></p>	<ul style="list-style-type: none"> <li>• Liaise with DECC</li> <li>• Liaise with NIAUR</li> <li>• May need to engage legal advisers depending on complexity of proposals</li> </ul> <p><b>Fred Frazer/Helen Vaughan/Elaine Cassidy</b></p>	<p>By 30 June 2011, to liaise with DECC to identify the implications of the outworking of the EU Electricity and Gas Regulations.</p> <p>[May be additional targets as work required becomes clear]</p>	<p>Lack of engagement/clarity from DECC, lack of DETI and/or legal resources.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>Amendment of gas and electricity Licence Application regulations</b>	<ul style="list-style-type: none"> <li>Liaise with NIAUR</li> </ul> <b>Fred Frazer/Helen Vaughan/Elaine Cassidy</b>	By 31 December 2011 to have developed in conjunction with the Utility Regulator an agreed consultation paper on the proposed amendments to the electricity and gas Licence Applications Regulations.	Lack of engagements/support by the Utility Regulator within the required timescales, lack of DETI and/or legal resources.
<b>Meter Certification</b>  Amend electricity legislation to provide for certification of electricity meters installed prior to 1 February 1999.	Liaise with NIAUR and NIE re legislative amendment to extend date for which meters installed before 1 February 1999 may be certified.  <b>Fred Frazer /Helen Vaughan/Elaine Cassidy</b>	By 31 December 2011 scope out with NIAUR the legislative changes needed to extend the date for which meters installed before 1 Feb 1999 may be certified under Schedule 7 of the Electricity Order. Legislative change required to para 12 of Schedule 13 of the Electricity (NI) Order 1992.	Lack of engagement by NIAUR, and availability of DETI resources to focus on this long standing issue.
<b>Transactions</b>  Ensure DETI obligations are met in relation to any energy company transactions, e.g. re IME3, or other commercial transactions.	<b>Complete relevant due diligence activities related to transactions</b>  <b>Fred Frazer /Helen Vaughan/ Irene McAllister/Elaine Cassidy</b>	Interact with NIAUR and energy companies in relation to any transactions which might develop during the financial year.	Resource issues if a number of transactions take place or a large transaction requires significant DETI involvement.
<b>Conventional Power Generation</b>  Assess and monitor generation and system control issues, including investment plans and plant reliability.	Increase awareness of power generation and security of supply issues  <b>Fred Frazer /Helen Vaughan/Elaine Cassidy</b>	Meet annually with conventional electricity power generators, and separately with the system operator SONI, to review levels of plant reliability and investment plans, including biomass and faster start conventional generation.	Lack of engagement by generators and system operator. Other workload pressures have tended to cause this work to be a lesser priority.

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<p><b>Electricity Market Reform</b></p> <p>Liaise with DECC, NIAUR and NI generators regarding DECC EMR Emission Performance Standard proposals</p>	<p>Engage with DECC, DOE, NIAUR, and NI power generators re development of a UK wide EPS</p> <p><b>Fred Frazer /Helen Vaughan/Elaine Cassidy</b></p>	<p>Respond to DECC plans for UK wide EPS by required timescales in development of an acceptable proposal.</p>	<p>Lack of engagement by NI generators, NIAUR, and DOE. Also lack of willingness by DECC to reach an EPS solution which reflects the NI energy market.</p>
<p><b>Energy Tariff Reviews</b></p> <p>Participate in gas and electricity tariff reviews</p>	<p>Liaise with NIAUR, the Consumer Council and energy companies on any in-year electricity or gas tariff reviews and provide the Minister and senior officials with advice/briefing in advance of tariff announcements.</p> <p><b>Fred Frazer/ Irene McAllister/ Helen Vaughan/Elaine Cassidy</b></p>	<p>The next round of tariff reviews are scheduled for Autumn 2011, but further action may be required if additional in-year reviews are carried out.</p>	<p>Fluctuation in world energy prices could result in more frequent retail tariff reviews. Breakdown in tariff review process co-ordinated by NIAUR.</p>
<p><b>Energy Supply Competition</b></p> <p>Encourage facilitation of increased levels of competition in gas and electricity supply markets</p>	<p>Update meetings with NIAUR and energy companies</p> <p><b>Fred Frazer/ Irene McAllister/ Helen Vaughan/Elaine Cassidy</b></p>	<p>Ongoing liaison with the Utility Regulator and energy companies to encourage new suppliers into the NI market, and the continued enhancement of customer switching systems.</p>	<p>Lack of new market entrants; Little difference in competitive offers leading to customer apathy about switching; Failure of switching systems to provide consumer confidence or cope with switching volumes.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<p><b>Energy Act 2011 - Outworking</b></p> <p>Gas Standards of Performance</p> <p>Special Administration Scheme</p>	<p>Liaise with NIAUR to ensure effective implementation of actions flowing from the Energy Act, particularly:</p> <p>(i) Development and laying of new regulations concerning individual Standards of performance for gas suppliers and distributors; and</p> <p>(ii) Development of detailed arrangements for the implementation of the Special Administration Regime for protected energy companies.</p> <p><b>Fred Frazer/ Irene McAllister</b></p>	<p>Regulations on individual Standards of Performance to be made and laid by 31 March 2012.</p> <p>Detailed arrangements for the implementation of the Special Administration Regime for protected energy companies to be finalised by 31 March 2012.</p>	<p>Lack of progress by NIAUR in developing the individual Standards of performance.</p> <p>Lack of progress by NIAUR.</p>
<p><b>Gas Network Extension</b></p> <p>Consultation on gas network extension</p>	<p>Meet with stakeholders to discuss key issues impacting on gas network extension.</p> <p>Develop consultation paper seeking views on gas network extension and obtain Executive approval.</p> <p>Following consultation, develop detailed options on the best way forward.</p> <p><b>Fred Frazer/ Irene McAllister</b></p>	<p>Completion of Assembly procedures and issue of a formal consultation document seeking views on possible extension of the natural gas network by 31 July 2011 (subject to Ministerial approval).</p>	<p>Lack of engagement/ support by NIAUR to provide input to the draft consultation document.</p> <p>Absence of Ministerial/ Assembly support to proceed with the consultation.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<p><b>Gas Storage</b></p> <p>Review of gas storage energy consents regime</p> <p>Develop gas storage standard licence conditions</p> <p>Develop gas storage licence application criteria</p>	<p>Identify any gaps in current legislation iro consents regime for gas storage projects and take action to amend legislation as necessary, e.g. through the new Energy Bill.</p> <p>Liaise with NIAUR in developing standards conditions for a gas storage licence.</p> <p>Amend/update the current gas licence application criteria iro gas storage.</p> <p><b>Fred Frazer/ Irene McAllister</b></p>	<p>By 30 September 2011 complete a review of the legislative and consents regime for gas storage.</p> <p>By 30 September 2011, provide NIAUR with input to development of gas storage standard licence conditions.</p> <p>By 30 November 2011, in liaison with NIAUR, finalise update of existing gas licence application criteria.</p>	<p>Legal budget restrictions, risk of project brief becoming wider than Energy Division responsibilities. Need for NIAUR to remain engaged.</p> <p>Need for NIAUR to remain engaged.</p>
<p><b>Energy Storage Study</b></p> <p>Complete PPE</p> <p>Disseminate Study findings.</p>	<p>Liaise with GSNI re completion of a PPE on the Energy Storage Study and to agree how best to disseminate the key findings of the Study.</p> <p><b>Fred Frazer/ Irene McAllister</b></p>	<p>Complete a PPE on the Energy Storage Study by 31 December 2011.</p> <p>By 31 July 2011, agree with GSNI a mechanism for disseminating Energy Storage Study findings to the energy industry and wider community</p>	<p>Lack of in-house expertise to complete a PPE on a technical study.</p> <p>Lack of engagement by GSNI, and/or lack of interest from the energy industry.</p>
<p><b>Outworking of the Supplier of Last Resort Regulations</b></p>	<p>Implementation of SoLR Regulations in line with EU Directive 2003/55 provisions.</p> <p><b>Fred Frazer/ Irene McAllister</b></p>	<p>By 30 September 2011, liaise with NIAUR to finalise detailed arrangements for outworking of the SoLR Regulations</p>	<p>Lack of progress by NIAUR.</p>

## TASKS - EXTERNAL ENERGY MARKETS

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>Common Arrangements for Gas (CAG) Proposals</b>	<p>Liaise with DCENR and Regulators (NIAUR, CER) on measures to harmonise gas transmission, trading and regulation, set in context of 3<sup>rd</sup> package of IME Directives and regional gas market.</p> <p>Bring forward primary legislation on common arrangements for gas in parallel with Irish Government.</p> <p><b>Peter Hughes / Alan Chowney</b></p>	<p>Agree main structural arrangements and legislative requirements with DCENR and RAs by 30 June 2011.</p> <p>Introduce primary legislation by 30 November 2011 with enactment by 31 July 2012.</p>	<p>Unable to agree legislative structure</p> <p>Cost benefit analysis worsens</p>
<b>Security of Supply for electricity and gas</b>	<p>Work with DCENR and Regulators to develop/ harmonise security of supply and emergency planning requirements in light of CAG and SEM (also see below)</p> <p>Progress work of all-island security of supply working group and enhance links with GB, with reference to UK / EU security of supply policy and standards and incoming Security of Supply Regulation.</p> <p><b>Peter Hughes / Alan Chowney</b></p>	<p>Work to meet Security of Supply Regulations through actions by 31 December 2011 to include:</p> <ul style="list-style-type: none"> <li>• Work with DCENR, BGE and ME to compile a risk assessment on gas safety and infrastructure thresholds across a range of scenarios;</li> <li>• Joint arrangements with DCENR on All-Island Preventative Action Plan;</li> <li>• Agree protocol to support DECC to meet its UK Competent Authority obligations in line with NI devolved energy powers.</li> </ul>	<p>Failure to agree cross border arrangements to ensure security of supply leading to failure to protect consumers effectively.</p> <p>Failure to meet EU Security of Supply Regulation obligations by 31 December 2011.</p>
<b>Emergency Planning Issues</b>	<p>NI emergency oil plan annual update when other priorities allow. Further updating of gas and electricity plans needed in light of ongoing CAG and FSC.</p> <p>Work required to develop all-Island planning coordination in light of SEM and CAG.</p> <p>Determine value of a joint exercise with RoI, Scotland, Wales and BIS to test interdependencies.</p> <p><b>Alan Chowney</b></p>	<p>Ongoing</p> <p>Lower scale desk top between DCENR and DETI in October/November to test Security of Supply Regulation planning assumptions developed over the summer.</p>	<p>Failure to keep Minister etc informed, and to react quickly to emergency.</p> <p>Planning assumptions not adequately challenged resulting in an inappropriate response to incidents.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>Electricity and Gas Market Policy</b>	<p>Contribute to development of policy for electricity and gas with regard to external relationships.</p> <p>Liaise with interested parties</p> <p><b>Peter Hughes / DPs</b></p>	Ongoing	Failure to protect NI interests and provide leadership on policy.
<b>All-island Energy Market Joint Steering Group</b>	<p>Progress work of JSG in conjunction with DCENR and Regulators</p> <p>Develop revised All-island Energy Market Development Framework and work programme for 2010 -2015.</p> <p>Exchange letters between DETI and DCENR on high level CAG issues.</p> <p><b>Peter Hughes</b></p>	<p>Ongoing</p> <p>Agree Framework/Work Programme by 31 December 2011. See also Regional actions below.</p> <p>Exchange letters with DCENR by 31 December 2011. Also see below.</p>	Failure to get Ministerial buy-in
<b>Regional Energy Cooperation</b>	<p>Develop energy cooperation with GB and Rol in context of EU energy policy and legislation.</p> <p>Manage NI contribution to energy workstream of British Irish Council. BIC June 2011 Summit has Grid and All-islands Approach theme.</p> <p>Develop agreements with Scotland, and Rol to facilitate cooperation on common energy policy matters.</p> <p><b>Peter Hughes</b></p>	<p>Ongoing</p> <p>Meet BIC sectoral and summit meeting targets.</p> <p>Exchange letters with Irish and Scottish Governments by 31 December 2011 in context of BIC and the Isles Offshore Grid project.</p>	Lack of resources to handle extra work
<b>Research and Development</b>	<p>Develop NI support for energy markets R&amp;D in context of collaboration with neighbouring administrations.</p> <p><b>Peter Hughes / Rod Robson</b></p>	Support / Manage key strategic projects. See below	Failure to support projects that help deliver NI economic development.
<b>“ISLES” Off-shore Grid Study</b>	<p>Manage NI input to Study as part of Steering Committee</p> <p><b>Peter Hughes / Rod Robson</b></p>	Final Report due by 31 October 2011 with ISLES event planned for late November 2011.	Failure to manage contracting consortium to deliver 6 work streams to Terms of Reference and target date.



Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>BIOMARA Research Project</b>	Provide match funding as NI Managing Authority. Liaison on and oversight of research partners' budget expenditure.  <b>Peter Hughes</b>	Progress overseen through regular Steering Board meetings twice a year. Study completion by 31 December 2013 on schedule.	
<b>North South Interconnector</b>	Oversee planning process by NIE/EirGrid to build Interconnector, with particular reference to Departmental policy, SEM, wayleave and consents process.  Liaise with DCENR, NIAUR, DOE and other interested parties on plans.  <b>Rod Robson</b>	Ongoing liaison on planning and construction.  Awaiting notification by PAC of date for public inquiry. Inquiry expected in 2012. If NIE is successful, build completed by 2016/17.	Decision to hold Planning Inquiry leads to delay in construction until 1015/16 at earliest and increases costs to consumers by some €20-€25 m pa.  Decision to underground cables increase cost of interconnector by 5x or more and precedent set for future grid work.  DCENR review of undergrounding delays decision by PAC. Decision in favour of undergrounding stops project.  JR of project / final decision by DOE.
<b>SEM Appeals System</b>	Consider value of bespoke appeals system for SEM and CAG in conjunction with DCENR and RAs. And in light of development (and regional harmonization) of markets and IME3.  <b>Peter Hughes</b>	Initiate action as and when resources allow and need for bespoke system becomes apparent.	Failure to agree need. Lack of staff resources and budget for expert legal advice.  Lack of alternative to JR and JR mechanism fails to meet needs of market and participants.
<b>Revision of Electricity Supply Regulations</b>  <b>Electricity Safety, Quality and Continuity Regulations</b>	Regulations delayed due to HSENI deciding on reporting system to be used for accidents. They have now decided not to use GB system which will require rewrite of part of regulations. Delayed by election process.  <b>Rod Robson</b>	By 31 December 2011	Safety and continuity of supply compromised.
<b>Privatization – residual land disposal issues.</b>	Issue at Kilroot resolved. Bill outstanding from solicitors for Kilroot.  <b>Rod Robson</b>	Ongoing	None

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>Facilitate the migration of disruption of supply chains</b>	Facilitate the Department, Energy Sectors and Food supply chains to mitigate the impact of disruption should swine flu reach pandemic proportions.  Reporting- ensure procedures are in place and effective to capture data on impacts.  <b>Alan Chowney</b>	To meet deadlines for sitreps with qualitative data and information to aid strategic decision making.  Keep watching brief on any increased activity over winter months – while risk has receded the WHO has kept Alert Level 6 (highest) in place.	Inadequate cover should key staff fall ill during peak infection weeks.
<b>Oil Planning</b>	Have in place a validated Response Strategy for Food Supply which is robust to mitigate disruptions from a range of scenarios  <b>Alan Chowney</b>	NI Response Strategy is now largely in place.  A few of PUS not fully in place due slippage in other organisations who lead in activity	Competitive nature of oil industry slows implementation of plans.
<b>Electricity Overhead Line Regulations</b>	Consider need to update NI regulations in light of revised GB Regulations.  <b>Rod Robson</b>	To determine date based on resources and priorities.	Difference in approach to GB if regulations not updated. Potential impact on safety standards.
<b>Review of Article 39 published criteria and;  Review of Article 40 published criteria</b>	Work not started due to possible conflicts with current applications. Seeking advice from DSO on changes required to Article 39 criteria by IME 3 and Carbon Capture and Reduction.  <b>Rod Robson</b>	ASAP	Lack of resources prevents review and updating to meet changing planning and energy environment.
<b>Wayleaves</b>	Action ongoing applications for way leaves, including injurious affection cases.  <b>Rod Robson</b>	Ongoing	Delays in installations if DETI fail to meet timetables. Inadequate resources due to large number of injurious affection cases.
<b>Wayleaves Review</b>	Examine procedures for strategic projects in light of North South Interconnector and Grid Study outworking.  <b>Rod Robson</b>	Consult on and agree revised procedures by 30 September 2011 for NS Interconnector plus longer term look at use of easements	Lack of resources prevents update to meet changing planning and energy environment.
<b>2<sup>nd</sup> Electricity interconnector – Article 40 and wayleaves</b>	Wayleave applications not likely until 2011/2012 at the earliest. Article 40 will follow these.  <b>Rod Robson</b>		Delays could be costly to NI consumers.

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
Electric Magnetic Forces (EMFS) SAGE	Agree UK wide voluntary code of practice. Rod Robson	By 31 December 2011	Delays could lead to NI being out of step with GB and confusion.

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**TOTAL BRANCH BUDGET**

**Isles / Biomara**

**£335k (Interreg + Match)**

**TOTAL**

**External Consultancy: Legal**

**£188k (notional branch allocation)**

**External Consultancy: Wayleaves**

**£86k**

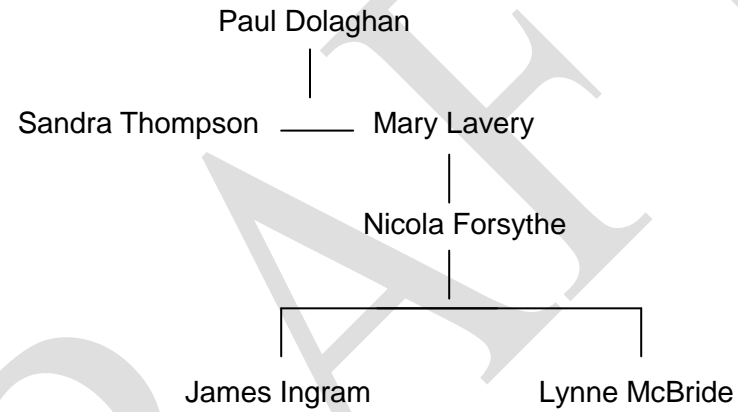
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## CO-ORDINATION BRANCH - OPERATING PLAN 2011 - 2012

### 1. ROLE AND OBJECTIVES

The main purpose of the Branch is to provide full and ongoing administrative support for Energy Division.

### 2. BRANCH ORGANISATION CHART



## BRANCH PLAN FOR 2011/12

### ENERGY COORDINATION BRANCH – TASKS: FINANCIAL AND RISK MANAGEMENT SUPPORT, FUEL POVERTY LIAISON, AND COLLATION / MANAGEMENT OF ALL ROUTINE DIVISIONAL RETURNS AND BRIEFING

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>Finance (inc payments)</b>	Compilation/co-ordination of all financial returns – monthly profiling; resource accounts; monitoring rounds; cash flow management. Processing, recording and monitoring of all Divisions payments.  <b>Paul Dolaghan / Sandra Thompson</b>	<ul style="list-style-type: none"> <li>- Monthly returns as part of ongoing exercises;</li> <li>- Quarterly returns for June; Sept; Dec; Feb monitoring rounds;</li> <li>- Monthly overviews of financial systems.</li> <li>- Maintain accurate records and perform regular reconciliation with AccountNI totals.</li> </ul>	Tight deadlines; System failures; Delayed spend on EU monies. Failure to provide accurate returns and/or meet necessary deadlines (resulting in penalties / loss of budget)
<b>EU Competitiveness Programme</b>	Input to Annual Implementation Report and progress reports, provision of monthly publicity returns and updates in relation to expenditure, designations etc. Attendance at bi and multi-lateral meetings. Maintenance of EU database and other records in relation to all funded projects. Co-ordination of EU drawdowns.  <b>Paul Dolaghan / Sandra Thompson</b>	Ensure all publicity and monitoring info up-to date on database by 10 May 2011.  Ensure all AR claims, payments and irregularities input to database by 30 June 2011.  Provide input to all exercises/ drawdowns etc as requested. Check GAL letters prior to HOD signature	Inaccurate information provided to Commission.  Delay in drawdown of EU funds.
<b>Interreg Programme</b>	Liaise with Divisional and external project managers and with SEUPB to ensure smooth delivery of Programme. Agree project profiles and ensure prompt assessment and payment of drawdowns.  <b>Paul Dolaghan / Sandra Thompson</b>	Process / check quarterly project profiles and drawdowns.	Delay in provision of funding to projects.

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>Consultancy expenditure and PPE/ EA returns</b>	<p>Completion of Annual consultancy return and dealing with follow up queries. Part input to relevant AQs FOIs misc queries. Maintenance of accurate and up-to-date records.</p> <p><b>Paul Dolaghan / Sandra Thompson</b></p>	<p>Accurate completion of Annual consultancy return June 2011. Accurate completion of qtrly PPE and Economic appraisals returns. Provision of prompt responses to all adhoc queries</p>	<p>Deadlines missed / unnecessary queries or adverse reports from DFP.</p>
<b>Audit exercises – EU/ NIAO/ IAS</b>	<p>Liaise with Auditors as first point of contact. Provide info, liaising as necessary with project managers, Co-ordinate responses.</p> <p><b>Paul Dolaghan / Sandra Thompson</b></p>	<p>Completion of Article 13 checks by Managing Authority by 30 June 2011.</p>	<p>Adverse audit report. Interruption to EU funding.</p>
<b>External Energy Legal Advisors – Arthur Cox Contract</b>	<p>Liaise with company to ensure provision of monthly expenditure figures for profiling/ monitoring purposes. Follow up re provision of narratives, checking by senior officers and requesting invoices when exp approved. Monitor expenditure to ensure annual cap of £400k is not exceeded. Maintain accurate and accessible records.</p> <p><b>Paul Dolaghan / Sandra Thompson</b></p>	<p>Monthly monitoring of spend;</p> <ul style="list-style-type: none"> <li>- Monthly forecasting as part of cash flow management exercise;</li> <li>- In-house assessment of contract;</li> <li>- Regular updates to ensure HOBs aware of position.</li> </ul>	<p>Unexpected work requiring additional legal activity; Inaccurate monitoring of spend and forecasting. Overspend.</p>
<b>Assembly Questions, legislation exercises, Ministerial / Senior Management Briefings, Ministerial cases</b>	<p>Allocation to appropriate HOB/ DP, monitoring progress and ensuring deadlines met. Liaison as necessary with ALU, LMU, CLU and Private Office e.g. to seek part inputs, clarify detail, seek extensions to deadlines. Co-ordinating responses to inter branch questions/issues.</p> <p><b>Paul Dolaghan / Mary Lavery</b></p>	<p>- Within prescribed deadlines, ensure all questions, briefing requests are brought to attention of relevant HOB and that responses are provided.</p>	<p>Deadlines missed/ relevant HOB not alerted to request in time to respond.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>Strategic Energy Framework Implementation Plan</b>	Ensure advancement against SEF Actions is regularly updated and progress reported accordingly to DETI Senior Management and ETI Committee.  <b>Paul Dolaghan</b>	By 30 June 2010, provide ETI Committee with first six monthly progress report against SEF Implementation Plan.	SEF affected by changing UK / global position.  Failure to deliver on SEF Actions due to lack of resources within Energy Division.
<b>File Management</b>	Filing (electronic and hard copy). Maintaining file lists, opening TRIM containers, reviewing files for retention/ destruction and FOI implications.  <b>Paul Dolaghan / Mary Lavery</b>	- Ensure important information is readily accessible and files effectively managed within timescales set.	Vital information not readily accessible when required resulting in delayed response times.
<b>Internet and Intranet presence</b>	Reviewing and updating as necessary.  <b>Paul Dolaghan / Mary Lavery</b>	- Regular checks to ensure information is up to date and relevant.	Poor Divisional image portrayed through inaccurate and out of date information.
<b>Miscellaneous support services</b>	E.G. Arrange regular staff briefings by G5; booking meeting rooms; arrange hospitality; booking travel and accommodation; ordering and maintaining stationery; photocopying as required e.g. for JR cases; proof reading of draft legislation; issue of Letters of Offer; printer maintenance. Preparation of papers for e.g. Executive/ Committee business and consultation exercises.  <b>Paul Dolaghan / Mary Lavery</b>	To provide essential support services to all HOBs in a timely and effective manner.	Disruption to schedules.
<b>Risk Register and Statements of Assurance</b>	Seeking and obtaining input from HOBs and preparing draft response for G5 clearance within deadline  <b>Paul Dolaghan / Mary Lavery</b>	Provide accurate returns within timeframe.	Failure to produce accurate information within timeframe.
<b>'Changing for the better' Initiatives (HR Connect, AccountNI, NI Direct)</b>	Attendance at relevant working groups/seminars. Providing support and feedback to Division as appropriate.  <b>Paul Dolaghan / Mary Lavery</b>	Division kept up to speed and interests represented in relation to these initiatives.	Division's interest not taken account of and Divisional staff not fully aware of developments that affects them.



Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<b>PSA Targets and Corporate and Divisional Plans</b>	Draft plans/targets in relation to Co-ordination Section. Seek input from other HOBs and compile Divisional plans.  <b>Paul Dolaghan / Mary Lavery</b>	Maintain clear and easily accessible record of targets and progress towards achievement.	Division loses sight of overall progress and targets.
<b>Honours</b>	Seeking nominations from HOBs for garden party invites and honours lists. Complete templates and draft returns iro nominees for G5 approval.  <b>Paul Dolaghan / Mary Lavery</b>	To ensure appropriate representation.	Sector not adequately represented.
<b>Fuel Poverty</b>	Attendance at inter dept working groups. Taking forward agreed actions through liaison with HOBs. Preparing and agreeing action plans for DSD. Report progress on quarterly basis and feed into DSD Annual Report.  <b>Paul Dolaghan / Mary Lavery</b>	To ensure DETI interests registered and taken forward as appropriate.	DETI interests not represented.

**TOTAL BRANCH BUDGET**

**No Programme or Capital allocation.**

**Overall monitoring of Admin, Resource and Capital budgets.**

**DRAFT**

## DETI Core Values

DETI values relate to our staff, our stakeholders and our external customers.

<b>People Focused</b>	We treat people fairly with respect and honesty.
	We recognise and appreciate the contribution of people.
	We listen to the views of others.
	We will encourage and recognise strong, visible and accessible leadership at all levels.
<b>Professional</b>	We are committed to doing the best job we possibly can.
	We are reliable, honest and fair.
	We have a positive attitude to work.
	We take responsibility for our actions.
	We are accountable and achieve best value for money.
<b>Proactive</b>	We analyse our customers needs to identify the services and products they require.
	We are open to change and encourage new ideas.
	We engage positively with issues.
	We are innovative in our thinking.
<b>Partnership</b>	We involve our stakeholders and encourage participation and communication in order to achieve our objectives.
	We understand how everybody contributes to the shared goal.
	We are committed to joined up working across Branch, Division and Departments.

