

COMPOSITE DIVISIONAL PLAN

ENERGY DIVISION

2012 – 2013

June 2012

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ENERGY DIVISION TARGETS

[PSA 1]

Productivity Growth

TO PROMOTE THE DEVELOPMENT OF ECONOMIC INFRASTRUCTURE.

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 2012/13**ADMIN:**

<u>Salaries</u>	£1,265,000
<u>GAE</u>	£20,000
<u>Consultancy</u>	£320,000

RESOURCE / PROGRAMME:

Consultancy (Wayleaves)	£16,000
EU Competitiveness (inc match)	£500,000

Total Resource / Programme**INTERREG REQUIREMENT (inc match)****Isles / Biomara****(EU Programmes £232,500)****CAPITAL (AME):**

RHI	£5,800,000
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G5

PS

Branch

HOB

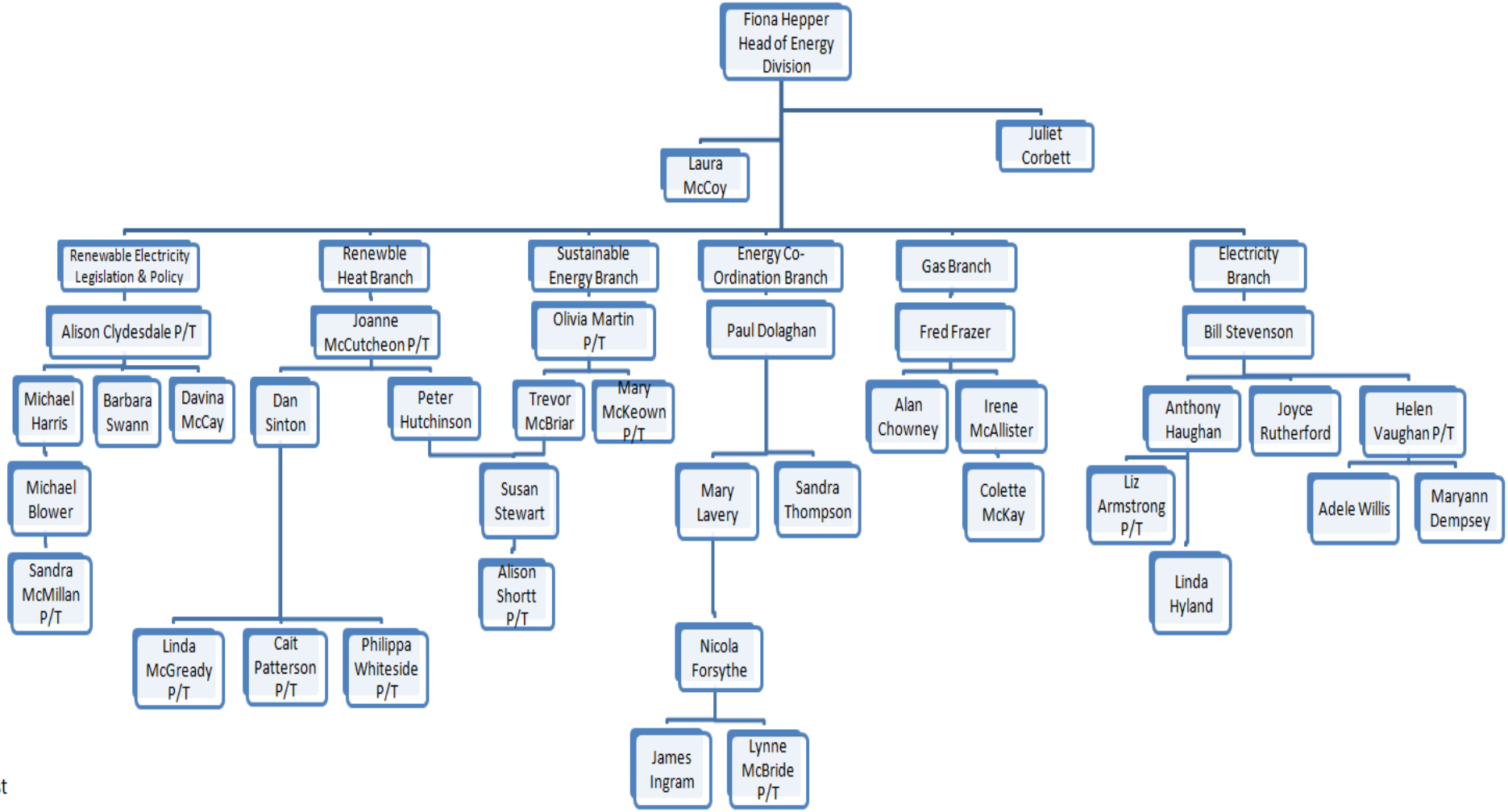
DP

SO

EOI

EOII

AO/ Typist



Overview of Divisional Work

Legislation	Expenditure	Policy/Strategy
IME 3 - legal advice on licence modification arrangements	GAE £20k	Strategic Energy Framework (SEF) Implementation Plan
IME 3 - legal advice on electricity distribution and exemptions	Legal Advice and Counsel (via DSO) £201k	Onshore Renewable Electricity Policy
IME 3 - further unbundling advice	Wayleaves Consultancy £16k	Offshore Renewable Electricity Policy
IME 3 - SEM Order amendments	Renewable Heat Admin £522k	Renewable Heat Incentive Phase 2 Policy
IME 3 – additional 2(2) regs re LNG and other issues	Isles Projects I and II (Interreg) £121k	Bioenergy Action Plan – monitor and report progress
Electricity Licence Applications Regulations	Biomara Project (Interreg) (£111.5k)	Sustainable Energy Action Plan
Gas licence application “published criteria” - legal advice required	Fuel Dist Resilience and Fuel Backup Requirements Studies (Admin Consultancy) £24k	Energy Supplier Obligations
Gas storage - legal advice required re consents	2050 Vision/ Strategy (Competitiveness) £80k	Common Arrangements for Gas
Gas Licence Applications Regulations	Design of Energy Efficiency Scheme (Competitiveness) £80k	Electricity & Gas Market Policy
Consolidation of Gas, Electricity and Energy Orders	RHI Analysis (Competitiveness) £20k	Review of All-Island Energy Market Development Framework
Gas Meter Testing and Stamping Regulations (NI) 2012 (NIAUR)	Small Scale FIT Analysis (Competitiveness) £60k	Isles Offshore Grid Study
RED Regulations	Offshore Renewables Research (Competitiveness) £30k	SEM Appeals System
New Energy Bill inc supplier obligation	Sustainable Energy Comms Campaign (Competitiveness) £150k	Emergency Planning
NIRO/ FIT Order	Grid SEA Appropriate Assessment (Admin Consultancy) £5k	British Irish Council (BIC) – Energy Workstream
Renewable Heat Regulations	Renewable Heat Incentive (AME Capital) £5.8m	
Fuel Security Code	Gas Extension OBC and SEA (Admin Consultancy) £62.7k + £150k	
Common Arrangements for Gas – Bill preparation	Grid Upgrade Appraisal (Competitiveness tech assistance/ Admin Consultancy?) £50k	
Carbon Price Floor	FUI/ SEM and Internal Market migration analysis £30k	
Electricity, Safety, Quality and Continuity Regulations (ESQCR)		
	NB: June monitoring: bids submitted - £522k RHI Admin and £100k Admin Consultancy (leaving shortfall of £100k based on above planned expenditure) surrender £80k EU Competitiveness/ match.	

RENEWABLES/SUSTAINABLES – OPERATING PLAN 2012 - 2013

1. ROLE AND OBJECTIVES

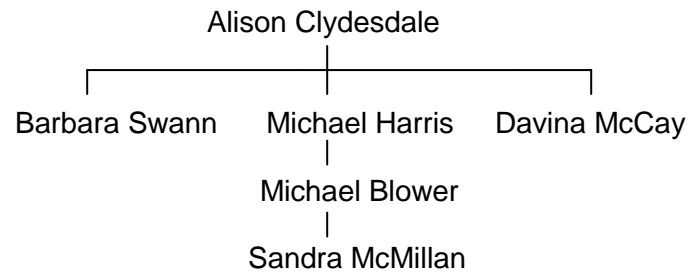
The main purpose of the Branch is to develop sustainable energy policy for Northern Ireland and raise awareness of and promote sustainable energy generally.

Specifically, its objectives are:

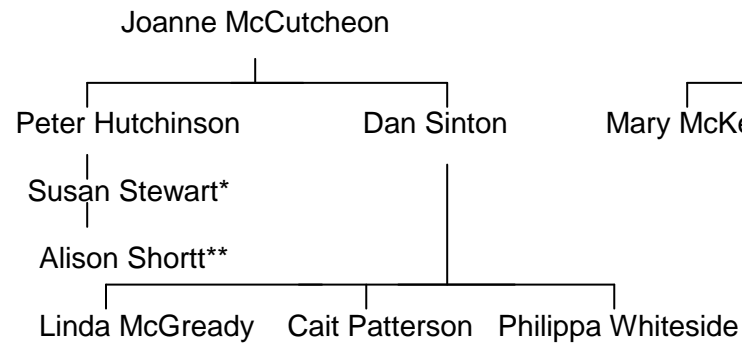
OP Target:	
	By 30 September 2012, complete policy consultation on a new Energy Bill.
	During 2012/13, continue to enhance the role of energy efficiency by working with suppliers, other departments and the Utility Regulator to optimize Northern Ireland's contribution to the UK Energy Efficiency Action Plan.
	By 31 March 2013 (if in place) begin transposition process for the new Energy Efficiency Directive.
	During 2012/13 progress the Executive's decisions on the Sustainable Energy Inter-departmental Working Group, including finalisation of the Sustainable Energy Action Plan by end June 2012.
	By 31 May and 30 November 2012, provide updates on progress towards implementation of the recommendations, accepted by departments, in the ETI Committee's report on Renewable Energy.
	By 30 June 2012, announce DETI policy on smart metering.
	By 30 June 2012, secure Assembly approval of the Northern Ireland Renewables Obligation (Amendment) Order 2012.
	By 30 June 2012, communicate Northern Ireland's intentions around renewable electricity incentivisation in response to DECC's Electricity Market Reform.
	By 31 December 2012, develop programme to address strategic data gaps for offshore renewable energy.
	By 31 December 2012, secure Executive approval for publication of the Onshore Renewable Electricity Action Plan (2012-2020) and progress implementation of actions.
	By 31 March 2013, have progressed all necessary arrangements for introduction of Phase II of the Renewable Heat Incentive in Northern Ireland.

2. BRANCH ORGANISATION CHARTS

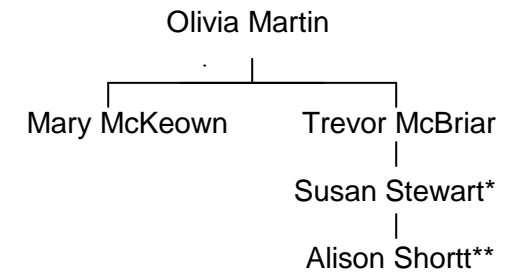
Renewable Electricity Policy & Legislation



Renewable Heat



Sustainable Energy



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

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

BRANCH PLAN FOR 2012/13

TASKS – SUSTAINABLE ENERGY BRANCH

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
Energy Bill	TMT/Ministerial approval for consultation.	End May 2012	Delay in receiving Ministerial approval will delay the Bill, leading to public criticism.
	Executive Approval for consultation.	End June 2012	Delay in receiving Executive approval will delay the Bill, leading to public criticism.
	Issue consultation. Consider consultation events.	End June / early July 2012	
	Analyse consultation responses and agree final policy with Minister.	End November 2012	
	Executive approval of final policy.	End December 2012	Delay in receiving Executive approval will delay the Bill, leading to public criticism.
	Prepare instructions to OLC and liaise to develop draft legislation. Obtain DSO approval to legislative competence and Secretary of State approval to reserved/excepted matters.	End February 2013	Delay in obtaining DSO approval to legislative competence and Secretary of State approval to reserved/excepted matters - required to proceed with Executive clearance.
	Commence process to obtain Executive approval of legislation. Olivia Martin / Trevor McBriar	End March 2013	

<p>ETI Committee Report on Renewable Energy</p>	<p>Ensure Implementation of DETI recommendations:</p> <ul style="list-style-type: none"> - single energy department; - long-term vision; - resources; - supplement SEIDWG sub-groups; - financial seminar; - small scale FIT analysis; - bioenergy policy for heat. <p>Liaise with other departments responsible for other recommendations for input to six-monthly updates.</p> <p>Provide updates to the ETI Committee on a six-monthly basis.</p> <p>Olivia Martin / Trevor McBriar</p>	<p>Ongoing</p> <p>Ongoing</p> <p>End May / early June 2012 & End November / early December 2012</p>	<p>Lack of co-operation from other Energy Division branches.</p> <p>Other departments do not co-operate.</p> <p>Political risks from slow or non-implementation or if ETI Committee are unhappy with response.</p>
<p>SEIDWG</p>	<p>Organise and act as secretary for meetings, including production of advance papers on all DETI recommendations being taken forward.</p> <p>Develop work on a long term vision to 2050 for energy in NI:</p> <ul style="list-style-type: none"> - draft terms of reference; - obtain DETI/DFP/EU Programmes approval for expenditure; - tender and award external consultancy contract; - work with consultants; - finalise study including agreement of SEIDWG members and Minister. <p>Organise meetings and act as secretary for Planning and Grid sub-groups. Progress agenda of Planning sub-group</p> <p>Consider the consolidation of energy efficiency vires into a single existing department, along with DFP, DSD and DOE.</p> <p>Olivia Martin / Trevor McBriar / Juliet Corbett</p>	<p>Meetings scheduled to take place: September 2012 & as necessary.</p> <p>End July 2012</p> <p>End December 2012</p> <p>Ongoing</p> <p>End January 2013</p>	<p>Lack of co-operation from other departments.</p> <p>Lack of co-operation from rest of Energy Division/ other departments. Expenditure approvals not received or not received in good time.</p> <p>No/poor tenders received.</p> <p>Lack of engagement from rest of Energy Division/other departments/other stakeholders would hinder progress.</p> <p>Departments cannot agree on content of report.</p> <p>Lack of co-operation from sub-group members.</p> <p>Lack of co-operation from other departments.</p>

<p>Energy Efficiency</p>	<p>Energy Efficiency Measure</p> <ul style="list-style-type: none"> • Consult on the proposed measure; • Analyse results of consultation; • Draft instructions to counsel; • Tender and work with consultants on the design of EE measure, if deemed necessary. <p>Proposed Energy Efficiency Directive</p> <ul style="list-style-type: none"> • Liaise with DECC and provide NI perspective as required; • Brief management of the requirements of the Directive as they become clear; • If Directive comes into force in 2012/13 year, undertake urgent and extensive work to ensure implementation of Directive TO cover NI. <p>Voluntary Agreements</p> <ul style="list-style-type: none"> • Put in place phase 2 agreements with suppliers; • Implement, maintain and review Voluntary Agreements; • Collect and report on energy efficiency data for previous years; • Maintain ESAF forum. <p>CHP/Cogen Directive</p> <ul style="list-style-type: none"> • Liaise with DECC on the minimum requirements of the Directive. • Update the NI reports on potential and barriers if required by DECC; • Consider the implications of new directive for CHP <p>Olivia Martin / Mary McKeown</p>	<p>As per Energy Bill timetable</p> <p>[By End August 2012]</p> <p>Ongoing</p> <p>Ongoing</p> <p>End October 2012</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Consultees averse to proposed EE measure – leads to political backlash on costs, business costs, fuel poverty etc.</p> <p>DECC ignores NI comments. Implications of Directive require resource to deliver in NI.</p> <p>Lack of communication from DECC. Withdrawal from scheme by participants.</p> <p>Difficulty in getting DECC engagement. Challenge pro-active programme on CHP.</p>
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<p>RED</p>	<p>Priority dispatch:</p> <ul style="list-style-type: none"> • Revise regulations • Make regulations <p>Optimal combination</p> <ul style="list-style-type: none"> • Duty to ensure guidance available [DOE and DETI] <p>Olivia Martin (and other responsible branches) / Juliet Corbett</p>	<p>Make regulations by end September 2012</p> <p>Progress through Planning sub-group</p>	<p>Lack of progress from discussions with DSO and EfW consultees. Lack of engagement from NIAUR.</p> <p>Lack of co-operation from other branches/departments. Lack of resources.</p>
<p>Machinery of Government</p>	<ul style="list-style-type: none"> • AQWs, AQOs • Correspondence and Treat Official cases • Debates • ETI Committee appearances • Governance: risk register; planning; reporting against targets • Coordinated returns • Finance and budgets • Ad hoc queries etc <p>All</p>		

TASKS – RENEWABLE ELECTRICITY POLICY & LEGISLATION BRANCH

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<p>Electricity Market Reform</p>	<p>Secure Ministerial approval on those parts of EMR which should extend to Northern Ireland.</p> <p>Secure Executive approval on those parts of EMR which should extend to Northern Ireland and for a Legislative Consent Motion (LCM).</p> <p>Agree extension of EMR to Northern Ireland with DECC in advance of publication of draft Energy Bill.</p> <p>Secure Assembly approval for a LCM</p> <p>Work with DECC, National Grid, NIAUR and SONI on CfD to agree EMR administration arrangements for NI</p> <p>Work with DECC on draft regulations for RO transition</p> <p>Alison Clydesdale/Michael Harris/Davina McCay</p> <p>Consider further the impact of GB Capacity Mechanism Alison Clydesdale / Juliet Corbett</p>	<p>End April 2012</p> <p>Before 22 May 2012</p> <p>Before 22 May 2012</p> <p>End December 2012</p> <p>End December 2012</p> <p>End March 2013</p> <p>Ongoing</p>	<p>Political unwillingness for EMR to extend to Northern Ireland</p> <p>Practical difficulties with implementation due to:</p> <ul style="list-style-type: none"> - SEM - European Market Integration
<p>Northern Ireland Renewables Obligation</p>	<p>Complete consultation process on changes to the NIRO in 2013</p> <p>Secure Assembly approval for the Renewables Obligation (Amendment) Order 2012</p> <p>Achieve state aid approval for ROC changes</p> <p>Additional consultation on biomass sustainability and further ROC banding changes (subject to DECC timetable)</p> <p>Prepare second draft NIRO amendment order following biomass/ROCs consultation</p> <p>Secure Assembly approval for the Renewables Obligation (Amendment) Order 2012(2)/2013</p> <p>Achieve state aid approval for any further ROC changes Michael Harris</p>	<p>Publish consultation response by mid June 2012</p> <p>Lay draft Order in Assembly before Summer recess.</p> <p>End 31 March 2013</p> <p>End September 2012</p> <p>End January 2013</p> <p>End March 2013</p> <p>End March 2013</p>	<p>Differing views between DETI and DECC on ROC levels.</p> <p>Delays caused by DECC approvals process</p> <p>Assembly does not approve the Amendment order</p> <p>Delays within DECC lead to a tight timetable</p> <p>Additional work pressures around EMR</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
Small Scale Feed-In Tariff	Commission research on small scale renewables sector in Northern Ireland with focus on technology costs and future deployment scenarios Begin drafting of consultation on proposed small scale ROC levels for 2014 and introduction of small scale FIT in 2015. Michael Harris/ Alison Clydesdale	End October 2012 End March 2013	Not securing approval for expenditure on consultancy assignment Delays due to pressure of work around EMR and NIRO
Onshore Renewable Electricity Policy	(i) Oversee completion of Appropriate Assessment of OREAP. Davina McCay/ Alison Clydesdale (ii) Manage contract with AECOM to complete a Strategic Environmental Assessment of OREAP. (iii) Work with stakeholders to ensure OREAP takes into account all other relevant work, including offshore renewable energy development. (iv) Secure Project Steering Group agreement for finalised OREAP (v) Gain Ministerial and Executive approval for finalised OREAP. (vi) Publish Post Adoption Statement (vii) Implementation of the OREAP actions and recommendations Barbara Swann / Alison Clydesdale	(i) End June 2012 (ii) Ongoing (iii) Ongoing (iv) End October 2012 (v) End December 2012 (vi) End December 2012 (vii) Ongoing	Delays by AECOM. Executive Approval not forthcoming

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<p>Off shore Renewable Electricity Policy</p>	<p>(i) Publish Post Adoption Statement of ORESAP</p> <p>(ii) Implementation of key ORESAP actions for 2012—13 including</p> <ul style="list-style-type: none"> ➤ Contribute to SEIDWG’s MOU between DETI and DOE on offshore renewable energy issues. ➤ Work with TCE for announcement of Leasing Round results and post announcement follow up with DOE/ NIEA with selected companies ➤ Develop a programme to address strategic data gaps <p>Barbara Swann / Alison Clydesdale</p> <p>(iii) Offshore Renewable Energy Bill</p> <ul style="list-style-type: none"> ➤ Continue to work with NIAUR and DOE on relevant regulatory issues to scope out possible inclusions within the Bill policy paper. ➤ Secure Top Management Team /Ministerial approval for policy consultation paper. ➤ Executive Approval for policy consultation paper. ➤ Issue policy consultation paper. ➤ Consider consultation responses and agree finalised policy with Minister. <p>Davina McCay/ Alison Clydesdale / Juliet Corbett</p>	<p>End June 2012</p> <p>End June 2012</p> <p>End October 2012</p> <p>End December 2012</p> <p>End August 2012</p> <p>End September 2012</p> <p>September/ October 2012</p> <p>September/ October 2012</p> <p>End March 2013</p>	<p>Lack of stakeholder / other marine user support as actual projects move forward.</p> <p>Political issues impinge</p>
<p>Smart meters</p>	<p>To secure Ministerial agreement to the policy on smart meters.</p> <p>To announce way forward on smart metering in conjunction with the Utility Regulator</p> <p>Alison Clydesdale / Juliet Corbett</p>	<p>End June 2012</p> <p>End June 2012</p>	<p>Delays due to pressure of work around EMR</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
Contribute to DOE's work on the development of policy and legislation on the NI Marine Bill.	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 such as the development of an NI Marine Plan and Marine Conservation Zones. Barbara Swann	Ongoing in line with DOE's timetable for legislative and planning activities	Lack of timely engagement by DOE.
SEIDWG Grid Group	To participate in the SEIDWG grid group To work with NIE and SONI on Network 25 Alison Clydesdale / Davina McCay / Juliet Corbett	As required Ongoing	Delays in publishing Network 25 could impact on future integration of renewables.
Craigavon Borough Council fraud case	To continue to pursue Clawback on CBC Interreg 3 a project Davina McCay	To continue to liaise with CBC on clawback issue To liaise with DSO as required	Potential lack of resource if case goes to court
Legacy EU funding issues	Oversee outstanding Interreg IIIA PPE's Davina McCay	End December 2012	
Briefing / General Administration	(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. All	Ongoing	

TASKS – RENEWABLE HEAT BRANCH

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
Renewable Heat	<p>Launch Of Renewable Heat Premium Payment scheme</p> <p>Launch of Phase 1 of Renewable Heat Incentive</p> <p>Development (with Ofgem) of system to manage the administration of the RHI</p> <p>Development of RHI Phase 2 policy</p> <p>Provide secretariat to Renewable Heat Strategy Group</p> <p>Develop Renewable Heat Roadmap</p> <p>Joanne McCutcheon /Peter Hutchinson/Dan Sinton</p>	<p>End May 2012</p> <p>End September 2012</p> <p>End September 2012</p> <p>End March 2013</p> <p>Ongoing</p> <p>End December 2012</p>	<p>State Aid approval required. Secondary legislation required</p>
Bioenergy	<p>Provide secretariat to Bioenergy sub group of SEIDWG</p> <p>Monitor progress against the Bioenergy Action Plan</p> <p>Joanne McCutcheon/Peter Hutchinson</p>	<p>Ongoing (at least two meetings per year)</p> <p>Monitored on a biannual basis</p>	
Sustainable Energy Messaging	<p>Provide secretariat to the SEIDWG Comms sub group</p> <p>Work with EIS and the appointed agency – Navigator Blue – to develop EnergyWise brand and sustainable energy messaging framework</p> <p>Joanne McCutcheon/Peter Hutchinson</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Lack of support across all Departments Lack of funding</p>

TOTAL BRANCH BUDGET

TOTAL £6.8127m

Admin Consultancy / Legal £65.7k

Admin Consultancy / Other
Grid SEA Appropriate Assessment £5k

Resource – Managed Service
RHI Admin £522k

EU Competitiveness
RHI Analysis £20k
Sustainable Energy Messaging Campaign £150k
Small Scale FIT Analysis £60k
Offshore Renewables Research £30k
2050 Vision/ Strategy £80k
Design of Energy Efficiency Scheme £80k

Capital/ AME

RHI Scheme £5.8m

MARKETS BRANCHES - OPERATING PLAN 2012 - 2013

1. ROLE AND OBJECTIVES

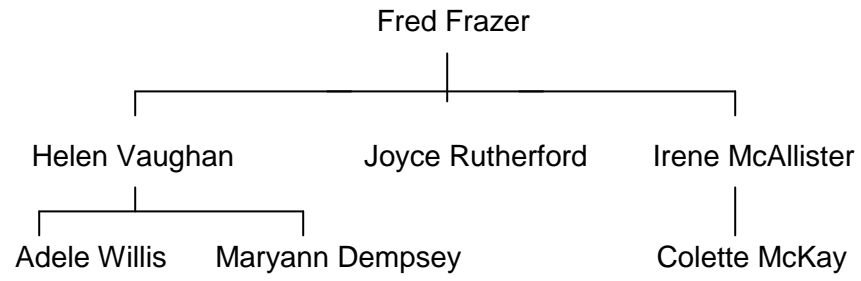
The main purpose of the Branch is to promote the strategic development of efficient, diverse, reliable, and environmentally friendly electricity and gas industries in Northern Ireland, and to develop mutually beneficial energy markets on a North-South, East-West basis.

Specifically its objectives are:

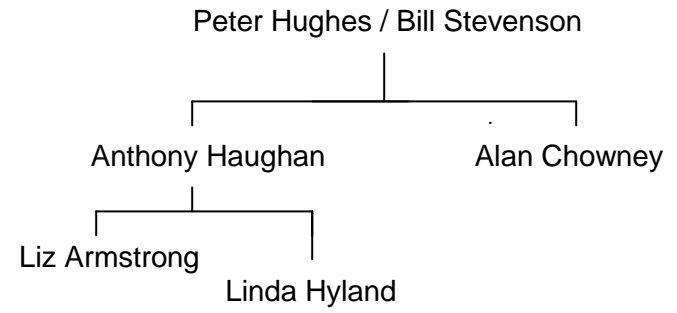
OP Target:	
	By 31 December 2012, reach decision on role of Common Arrangements for Gas project and legislative requirements, in light of IME 2 & 3 compliance and Gas Market Integration.
	By 31 January 2013, commence consultations on remaining aspects relating to outworking of the EU Third Energy Package requirements.
	By 31 March 2013, ensure DETI participation in gas and electricity tariff reviews, including engagement with the Utility Regulator and energy supply companies.
	During 2012/13, work with NIAUR/CER/ Ofgem and DECC, and DCENR on implementation and any legislative requirements for EU's REMIT Regulation on monitoring of market abuse and integrity and transparency of markets.
	By 31 March 2013, through work with DFP/ DECC/HMT, secure remedial action on impact of Carbon Price Floor on SEM and Northern Ireland electricity and gas sectors.
	By 31 July 2012, following independent analysis, confirm requirement under the Fuel Security Code for holding of secondary fuel stocks by Generators.
	By 31 December 2012, working with DECC and Irish Government, put in place a regional preventative action plan for gas to meet EU Security of Gas Supply Regulation.
	By 31 March 2013, meet with electricity generators, Mutual Energy and the system operator SONI, in relation to security of electricity supply and plant reliability issues.
	By 30 September 2012, have Outline Business Case prepared for extension of the natural gas network to include towns in the West of Northern Ireland and East Down.
	By 31 December 2012, engage with the Utility Regulator in relation to licensing and related regulatory issues for gas network extension.
	During 2012/13, work with DOE, NIE, and NIAUR to progress second N-S interconnector project and manage wayleave process.
	By 30 June 2012, lay Electricity Quality and Safety Regulations to be operational by end December 2012.
	During 2012/13, work with the Scottish and Irish Governments on approval for and implementation of ISLES 2 INTERREG IVA project on cross jurisdictional alignment of planning, consent and regulation of offshore electricity grid infrastructure.

2. BRANCH ORGANISATION CHARTS

(Domestic Energy Markets)



(External Energy Markets)



BRANCH PLAN FOR 2012/13

TASKS – DOMESTIC ENERGY MARKETS

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<p>Gas Network Extension</p> <p>Outline Business Case</p>	<p>Prepare Outline Business Case for extension of the natural gas network to include towns in the West of Northern Ireland and East Down.</p> <p>Engage with the Utility Regulator in relation to licensing and related regulatory issues for gas network extension.</p> <p>Engage with DFP in respect of subvention funding for gas transmission element of gas extension project</p> <p>Fred Frazer/ Irene McAllister</p>	<p>Complete OBC in July 2012, and have conclusions in final draft considered by end of September 2012.</p> <p>Complete main considerations on licensing issues by end of November 2012 in advance of formal licence competition by NIAUR.</p> <p>Submit OBC and request for subvention to DFP and to NI Executive by end of October 2012</p>	<ul style="list-style-type: none"> • Risk of appointed Consultant not completing OBC within timescales • Unavailability of gas load data from gas companies and industry. • No responses from the gas industry in respect of accepting licenses for new gas areas.
<p>Gas Network Extension</p> <p>SEA assessment</p>	<p>Prepare a scoping and screening assessment for a Strategic Environmental Assessment (SEA) for natural gas extension to be considered by DOE</p> <p>Prepare a business case and ToR to procure consultants to complete a SEA for gas extension</p> <p>Fred Frazer/ Irene McAllister</p>	<p>Prepare draft SEA scoping and screening assessment by end of June 2012.</p> <p>Prepare business case and ToR for procurement of SEA consultant by August 2012.</p> <p>Complete procurement process with DFP and award SEA tender by end of November 2012.</p>	<ul style="list-style-type: none"> • DOE not providing a response within specified timescale • Lack of budget availability for SEA study • Risk of appointed Consultant not completing SEA within timescales

<p>Gas Storage</p> <p>Gas Storage consenting regime issues</p> <p>Develop "published criteria" for gas storage licence applications</p>	<p>Continue to liaise with Islandmagee Storage and BGE/Storengy re gas storage development proposals in East Antrim.</p> <p>Continue interaction with the Crown Estate, DOE, NIEA, DETI Minerals Branch, and HSE(NI) re elements of the consenting regime for gas storage projects.</p> <p>Progress work to update legislation re gas storage via the new DETI Energy Bill.</p> <p>In co-operation with NIAUR, amend/update the current criteria for gas storage licence applications</p> <p>Fred Frazer/ Irene McAllister</p>	<p>By end of March 2013 have engaged with Islandmagee Storage and BGE/Storengy re progress update on their gas storage projects.</p> <p>By end of May 2012 meet with Crown Estate, DOE, NIEA, DETI Minerals Branch to discuss aspects of the gas storage consenting regime in NI.</p> <p>Provide input to Energy Bill consultation by end of April 2012.</p> <p>Prepare draft instructions to OLC re new legal provisions by end of November 2012.</p> <p>Updated "Published Criteria" document to be published on the Department's web-site by end of September 2012.</p>	<p>Gas storage developers cease work on the respective projects.</p> <p>Poor geological information results in projects becoming no longer viable.</p> <p>Crown Estate fails to provide a lease to the Islandmagee Storage project.</p> <p>Objectors to both projects</p> <p>Objections to legislative amendments</p> <p>DSO resources impacting on progression.</p>
<p>EU Third Energy Package (IME3)</p> <p>Implementation of IME3 requirements for gas issues.</p>	<ul style="list-style-type: none"> • Quarterly progress meetings with NIAUR • Prepare, consult and make additional Section 2(2) Regulations for LNG • Reporting of progress to EU Commission via DECC <p>Fred Frazer/ Irene McAllister</p>	<p>Provide gas input to response to EU Reasoned Opinion notices via DECC to meet EC deadline for UK response by 19 June 2012.</p> <p>Prepare proposals for Section 2(2) Regulation re LNG compliance by 30 August 2012.</p>	<p>Lack of progress by NIAUR</p> <p>DSO resources</p> <p>EU do not accept timetable for compliance and proceed to European Court of Justice with Infraction proceedings</p>

<p>Energy Act 2011 - Outworking</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>Fred Frazer/ Irene McAllister</p>	<p>Regulations on individual Standards of Performance to be made and laid by end of March 2013.</p> <p>Detailed arrangements for the implementation of the Special Administration Regime for protected energy companies to be finalised by end of March 2013.</p>	<p>Lack of progress by NIAUR in developing the individual Standards of performance.</p> <p>Lack of progress by NIAUR.</p> <p>Other DETI work demands inhibiting progress</p>
<p>Outworking of the Supplier of Last Resort Regulations</p>	<p>Implementation of SoLR Regulations in line with EU Directive 2003/55 provisions.</p> <p>Fred Frazer/ Irene McAllister</p>	<p>By end of September 2012, liaise with NIAUR to finalise detailed arrangements for outworking of the SoLR Regulations</p>	<p>Lack of progress by NIAUR and other commitments in DETI.</p>
<p>Gas Meter Testing and Stamping Regulations</p>	<p>Liaise with NIAUR re making and laying of Regulations which they have prepared.</p> <p>Fred Frazer/ Irene McAllister</p>	<p>By end of June 2012, be in a position to seek Ministerial and ETI Committee approval for legislative changes.</p> <p>By end of September 2012, have Regulations laid at the Assembly.</p>	<p>DSO resources impacting on turnaround of advice on draft regulations, and therefore process of making the new legal provisions.</p>
<p>Amendment of gas Licence Application regulations</p>	<p>Liaise with NIAUR</p> <p>Fred Frazer/Irene McAllister</p>	<p>By end of December 2012 to have developed in conjunction with the Utility Regulator an agreed consultation paper on the proposed amendments to the gas Licence Applications Regulations.</p>	<p>Lack of engagements/support by the Utility Regulator within the required timescales,</p> <p>Lack of DETI resources.</p>
<p>Energy Transactions</p>	<p>Carry out any necessary due diligence in respect of the planned sale of Phoenix Supply to Airtricity</p> <p>Fred Frazer/ Irene McAllister</p>	<p>By required transaction completion date engage with the respective companies, NIAUR, and OFT.</p>	<p>Need for agreement with companies and NIAUR on licensing and competition issues.</p> <p>Legal budget required.</p>

<p>Energy Tariff Reviews</p> <p>Participate in gas tariff reviews</p>	<p>Liaise with NIAUR, the Consumer Council and energy companies on any in-year gas tariff reviews and provide the Minister and senior officials with advice/briefing in advance of tariff announcements.</p> <p>Fred Frazer/ Irene McAllister</p>	<p>The next round of tariff reviews are scheduled for Autumn 2012, but further action can 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.</p> <p>Breakdown in tariff review process co-ordinated by NIAUR.</p>
<p>EU Third Energy Package (IME3)</p> <p>Implementation of IME3 requirements through liaison with NIAUR</p>	<ul style="list-style-type: none"> • Co-ordination, and provision of, detailed responses to EU Reasoned Opinion letters for gas and electricity • Quarterly progress meetings with NIAUR • Reporting of progress to EU Commission via DECC <p>Fred Frazer/ Helen Vaughan/ Irene McAllister</p>	<p>Provide response to EU Reasoned Opinion notices for gas and electricity via DECC to meet EC deadline for UK response by 19 June 2012.</p> <p>Continue to liaise with NIAUR re outstanding implementation issues.</p>	<p>Lack of progress by NIAUR</p> <p>EU do not accept timetable for compliance and proceed to European Court of Justice with Infraction proceedings</p>
<p>EU Third Energy Package (IME3)</p> <p>Designation of provisions of EU Electricity and Gas Regulations as "Relevant Requirements"</p>	<ul style="list-style-type: none"> • Finalise legal advice on appropriate provisions • Engage with NIAUR • Consult on designation • Publish designation <p>Fred Frazer/ Helen Vaughan</p>	<p>Finalise consultation document and issue 8 week public consultation by end of June 2012.</p> <p>Review consultation responses and publish designation in the Belfast Gazette by end of September 2012.</p>	<p>Opposition from the energy industry.</p>

<p>EU Third Energy Package (IME3)</p> <p>Electricity Distribution and Exemptions</p>	<ul style="list-style-type: none"> • Prepare consultation document • Liaise with NIAUR and other Departments and Agencies • Meet with main affected companies • Publish consultation • Consider responses • Make new Class Exemptions Order <p>Fred Frazer/ Helen Vaughan</p>	<p>Meet with other Departments and Agencies by end of June 2012.</p> <p>Explain proposals to representatives of main affected companies/ businesses by end of August 2012</p> <p>Commence formal consultation by end of July 2012</p> <p>Make new Class Exemptions Order by end of June 2013.</p>	<p>Lack of engagement by other Departments and Agencies</p> <p>Objections from companies to proposals, particularly in respect of new licence exemption requirements</p>
<p>EU Third Energy Package (IME3)</p> <p>Review of electricity and gas Licence Modification arrangements</p>	<ul style="list-style-type: none"> • Prepare consultation document • Liaise with NIAUR • Meet with main affected companies • Publish consultation • Consider responses • Make Regulations <p>Fred Frazer/ Helen Vaughan</p>	<p>Issue 3 month consultation by end of July 2012</p> <p>Review responses and make Regulations by end of March 2013.</p>	<p>Potential for significant objection from energy licence holders to proposal for increased powers for NIAUR</p>
<p>EU Third Energy Package (IME3)</p> <p>Designation and notification of certified electricity and gas transmission system operators</p>	<ul style="list-style-type: none"> • Engage with NIAUR in relation to progress on certification. • Monitor progress via IME3 Steering Group meetings with NIAUR <p>Fred Frazer / Helen Vaughan / Juliet Corbett</p>	<p>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>Lack of progress by NIAUR and companies in respect of completing the certification processes.</p> <p>Impact of potential sale of Irish Government owned energy on the certification timetable</p>

<p>EU Third Energy Package (IME3)</p> <p>Amendments to SEM Order</p>	<ul style="list-style-type: none"> Engage with DECNR, and NIAUR Prepare consultation paper Prepare amending Regulations in consultation with legal advisers/DSO <p>Fred Frazer / Helen Vaughan</p>	<p>Agree a policy position and implementation proposals with DCENR by 10 June 2012 in respect of any legislative changes to SEM Order to reflect NRA objectives in the Electricity Directive.</p> <p>(NB. EU Reasoned Opinion Letters received in May 2012 and need to respond to DECC by 19 June on this and other IME3 matters)</p>	<p>Lack of engagement to date by DCENR</p> <p>Receipt in May 2012 of EU Reasoned Opinion Letters makes it imperative that this matter is resolved, otherwise it contributes to infraction risk.</p>
<p>EU Third Energy Package (IME3)</p> <p>Outworking of the Gas and Electricity Regulations</p>	<p>Liaison with NIAUR, DECC, and Ofgem in respect of outworking of requirements of the Gas and Electricity Directives</p> <p>Fred Frazer/ Helen Vaughan/ Irene McAllister</p>	<p>Attend meetings with NIAUR and the energy industry in respect of the Gas and Electricity Regulations.</p> <p>Provide input to DECC stance on implications for NI of proposals for EU Comitology and network code issues.</p>	<p>Branch resource issues result in inability to attend DECC/Ofgem meetings in London</p> <p>Over dependence on NIAUR re outworking of the Regulation requirements with the gas and electricity industries.</p> <p>Highly technical aspect of the issues.</p>
<p>EU Third Energy Package (IME3)</p> <p>Retail and Consumer aspects of the Electricity and Gas Directives</p>	<p>Scrutiny of electricity and gas licence modifications developed by NIAUR.</p> <p>Obtain Ministerial agreement in respect of DETI approval for NIAUR licence modifications</p> <p>Fred Frazer/Helen Vaughan/ Irene McAllister</p>	<p>By end of May 2012, complete scrutiny of licence modifications received from NIAUR which are required to give effect to the Electricity and Gas Directive requirements.</p> <p>By end of June 2012 obtain Ministerial approval of NIAUR licence modifications.</p>	<p>Disagreement with NIAUR in respect of final licence modification proposals.</p> <p>Resources within Energy Markets Branch – issues with time to provide detailed level of scrutiny of NIAUR modification proposals.</p>

<p>Development of standard electricity licence conditions and review of gas standard licence conditions</p>	<ul style="list-style-type: none"> Engage with NIAUR on content of electricity standard conditions Review gas standard conditions Review DECC arrangements Prepare draft consultation paper in consultation with legal advisers <p>Fred Frazer/Helen Vaughan/Irene McAllister</p>	<p>By end of March 2013 , 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 2013/14 [timing tbc].</p>	<p>Ongoing IME3 commitments impacting on resources for this work</p> <p>Task requires significant engagement with NIAUR who may also have resource issues</p>
<p>Amendment of electricity Licence Application regulations</p>	<p>Liaise with NIAUR to prepare amendments</p> <p>Fred Frazer/Helen Vaughan</p>	<p>By end of December 2012 to have developed in conjunction with the Utility Regulator an agreed consultation paper on the proposed amendments to the electricity Licence Applications Regulations.</p> <p>Aim is to have the Regulations in place by end of March 2013.</p>	<p>Lack of engagements/support by the Utility Regulator within the required timescales,</p> <p>Lack of DETI resources.</p>
<p>Energy Bill</p>	<p>Liaise with the Energy Bill Co-ordination team on electricity licence assignment, gas storage and amendments to the Energy Order in respect of enforcement issues.</p> <p>Consideration of future legislative provision AGUs/ DSUs.</p> <p>Fred Frazer/Helen Vaughan/Irene McAllister</p>	<p>Support Energy Bill Co-ordination team, including preparation of consultation, briefing for Assembly debates, and preparations of instructions to OLC.</p>	<p>Significant and urgent IME3 compliance commitments will impact on resources for this work, and legal budgets.</p>

<p>Conventional Power Generation</p>	<p>Assess and monitor generation and system control issues, including investment plans and plant reliability.</p> <p>Increase awareness of power generation and security of supply issues</p> <p>Fred Frazer /Helen Vaughan / Juliet Corbett</p>	<p>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.</p>	<p>Lack of engagement by generators and system operator.</p> <p>Other workload pressures have tended to cause this work to be a lesser priority.</p>
<p>Energy Tariff Reviews</p> <p>Participate in electricity tariff reviews</p>	<p>Liaise with NIAUR, the Consumer Council and energy companies on any in-year electricity tariff reviews and provide the Minister and senior officials with advice/briefing in advance of tariff announcements.</p> <p>Fred Frazer/ Joyce Rutherford / Juliet Corbett</p>	<p>The next round of tariff reviews are scheduled for Autumn 2012, but further action can 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.</p> <p>Breakdown in tariff review process co-ordinated by NIAUR.</p>
<p>Energy Supply Competition</p> <p>Encourage facilitation of increased levels of competition in gas and electricity supply markets</p>	<p>Attend update meetings with NIAUR and energy companies</p> <p>Fred Frazer/ Irene McAllister/ Helen Vaughan</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>

<p>Electricity Grid Project – provision of financial support to increase renewables</p>	<p>Engage with NIE and NIAUR to identify grid development projects to facilitate increased levels of renewable electricity.</p> <p>Prepare submissions in respect of State Aid issues for submission to Brussels</p> <p>Prepare SOC and OBC and DETI Casework submissions to provide £20m (£10 +£10 EU) funding</p> <p>Prepare Letter of Offer to NIE by end of June 2013.</p> <p>Fred Frazer/ Joyce Rutherford</p>	<p>Meet with NIE Renewables Team reps by end of May 2012.</p> <p>Agree draft programme of schemes by end of June 2012.</p> <p>Prepare draft State Aid paper for submission to EU by mid June 2012.</p> <p>Complete preparation of SOC by end of July 2012.</p> <p>Obtain business case approval, draft ToR, and engage with CPD by end of August 2012 to procure OBC consultants.</p> <p>Complete OBC by end of December 2012.</p>	<p>NIE failure to engage in project and/ or provide programme of suitable and deliverable projects.</p> <p>Project failure to meet with EU State Aid requirements.</p> <p>Failure to achieve DETI casework and DFP approval for the £20m spend.</p> <p>Failure of consultants to provide an OBC within timescale.</p>
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TASKS - EXTERNAL ENERGY MARKETS

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
Common Arrangements for Gas (CAG) Proposals	<p>Liaise with DCENR and Regulators (NIAUR, CER) on measures to harmonise gas transmission, trading and regulation, set in context of 3rd 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>Peter Hughes/Bill Stevenson / Alan Chowney</p>	<p>Agree main structural arrangements and legislative requirements with DCENR and RAs by end of September 2012.</p> <p>Introduce primary legislation by end of November 2012 with enactment by Q2 2013.</p>	<p>Unable to agree legislative structure</p> <p>Cost benefit analysis worsens</p>
Security of Supply for electricity and gas	<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 Security of Supply Regulation.</p> <p>Peter Hughes/Bill Stevenson / Alan Chowney / Juliet Corbett</p>	<p>Work to meet Security of Supply Regulations through actions by 3 December 2012 to include:</p> <ul style="list-style-type: none"> • Joint arrangements with DCENR on All-Island Preventative Action Plan; • Gas & Electricity Emergency Plan • Agree protocol to support DECC to meet its UK Competent Authority obligations in line with NI devolved energy powers. 	<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 3 December 2012.</p> <p>Planning assumptions not adequately reviewed or challenged resulting in an inappropriate response to incidents.</p>
Fuel Emergency Planning Issues	<p>Update NI emergency fuel plan from lessons associated with the Unite fuel tanker driver actions.</p> <p>Alan Chowney / Juliet Corbett</p>	<p>Ongoing</p> <p>Fuel plan review with DECC by October 2012.</p>	<p>Failure to keep Minister etc informed, and to react quickly to emergency.</p> <p>Planning assumptions not adequately reviewed or challenged resulting in an inappropriate response to incidents.</p>
Electricity and Gas Market Policy	<p>Contribute to development of policy for electricity and gas with regard to external relationships.</p> <p>Liaise with interested parties</p> <p>Peter Hughes/Bill Stevenson / DPs</p>	<p>Ongoing</p>	<p>Failure to protect NI interests and provide leadership on policy.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
All-island Energy Market Joint Steering Group	<p>Progress work of JSG in conjunction with DCENR and Regulators</p> <p>Review All-island Energy Market Development Framework and work programme for 2010 -2015.</p> <p>Exchange letters between DETI and DCENR on high level Security of Supply Regulation and CAG issues.</p> <p>Peter Hughes/Bill Stevenson</p>	<p>Ongoing</p> <p>Ongoing. See also Regional actions below.</p> <p>By end of March 2013. Also see below.</p>	<p>Failure to get Ministerial buy-in</p>
Regional Energy Cooperation	<p>Develop energy cooperation with GB and RoI 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 RoI to facilitate cooperation on common energy policy matters.</p> <p>Peter Hughes/Bill Stevenson/Juliet Corbett</p>	<p>Ongoing</p> <p>Meet BIC sectoral and summit meeting targets.</p> <p>On hold while consideration given to work by RoI on MoU on energy trading with UK and work of BIC All-islands Approach to energy partnerships.</p>	<p>Lack of resources to handle extra work</p>
Research and Development	<p>Develop NI support for energy markets R&D in context of collaboration with neighbouring administrations.</p> <p>Peter Hughes/Bill Stevenson / Anthony Haughan</p>	<p>Support / Manage key strategic projects. See below</p>	<p>Failure to support projects that help deliver NI economic development.</p>
“ISLES” Off-shore Grid Study	<p>Manage NI input to Study as part of Steering Committee</p> <p>Peter Hughes/Bill Stevenson</p>	<p>Study completed to target and under budget end December 2011. Proceeding to develop ISLES 2 project to take forward regulatory / governmental issues.</p>	<p>Failure to manage contracting consortium to deliver work streams to Terms of Reference and target date.</p>
BIOMARA Research Project	<p>Provide match funding as NI Managing Authority. Liaison on and oversight of research partners’ budget expenditure.</p> <p>Peter Hughes/Bill Stevenson</p>	<p>Progress overseen through regular Steering Board meetings twice a year.</p> <p>On course to complete by 2013.</p>	<p>Failure to manage partners to deliver to Terms of Reference and target date. Research fails to deliver on key objectives due to decision not to extend project by 6 months as earlier proposed.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
North South Interconnector	<p>Oversee planning process by NIE/EirGrid to build Interconnector, with particular reference to Departmental policy, SEM, wayleave and consents process.</p> <p>Liaise with DCENR, NIAUR, DOE and other interested parties on plans.</p> <p>Anthony Haughan</p>	<p>Ongoing liaison on planning and construction.</p> <p>PAC commenced on 6 March 2012 and has been adjourned until Autumn 2012.</p>	<p>Decision to hold Planning Inquiry leads to delay in construction until 10/15/16 at earliest and increases costs to consumers by some €20-€25 m pa.</p> <p>Decision to underground cables increase cost of interconnector by 5x or more and precedent set for future grid work.</p>
SEM Appeals System	<p>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.</p> <p>Peter Hughes/Bill Stevenson</p>	<p>Initiate action as and when resources allow and need for bespoke system becomes apparent.</p>	<p>Failure to agree need. Lack of staff resources and budget for expert legal advice.</p> <p>Lack of alternative to JR and JR mechanism fails to meet needs of market and participants.</p>
<p>Revision of Electricity Supply Regulations</p> <p>Electricity Safety, Quality and Continuity Regulations</p>	<p>Draft Regulations to go to DETI committee.</p> <p>Anthony Haughan</p>	<p>By 6 July 2012</p>	<p>Safety and continuity of supply compromised.</p>
Privatization – residual land disposal issues. (?)	<p>Issue at Kilroot resolved. Bill outstanding from solicitors for Kilroot.</p> <p>Anthony Haughan</p>	<p>Ongoing</p>	<p>None</p>
Facilitate the migration of disruption of supply chains	<p>Facilitate the Department, Energy sectors to mitigate the impact of disruption.</p> <p>Reporting- ensure procedures are in place and effective to capture data on impacts.</p> <p>Alan Chowney</p>	<p>To meet deadlines for sitreps with qualitative data and information to aid strategic decision making.</p> <p>Keep watching brief on any increased activity over winter. (see above)</p>	<p>Expertise centralised in one individual.</p>
Electricity Overhead Line Regulations	<p>Consider need to update NI regulations in light of revised GB Regulations.</p> <p>Anthony Haughan</p>	<p>To determine date based on resources and priorities.</p>	<p>Difference in approach to GB if regulations not updated. Potential impact on safety standards.</p>
<p>Review of Article 39 published criteria and;</p> <p>Review of Article 40 published criteria</p>	<p>DSO to advise on changes required to Article 39 criteria by IME 3 and Carbon Capture and Reduction.</p> <p>Anthony Haughan</p>	<p>Conflict guidance in place by November 2012</p>	<p>Lack of resources prevents review and updating to meet changing planning and energy environment.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
Wayleaves	Action ongoing applications for way leaves, including injurious affection cases. Anthony Haughan	Ongoing	Delays in installations if DETI fail to meet timetables. Inadequate resources due to large number of injurious affection cases.
2nd Electricity interconnector – Article 40 and wayleaves	Wayleave applications not likely until 2013. Article 40 will follow these. Anthony Haughan		Delays could be costly to NI consumers.
Integration of European Electricity Market	Work with other jurisdictions to facilitate European Market Integration on electricity supply. Peter Hughes/Bill Stevenson / Joyce Rutherford/ Juliet Corbett	Ongoing	Delays resulting in failure to meet European competitive standards.
Carbon Price Floor	Obtain best deal for NI from HMT proposals. Peter Hughes/Bill Stevenson/Joyce Rutherford/Juliet Corbett	Liaise with HMT Develop response to Regulation to be introduced by HMT in Q1 2013.	Increased costs to generators and consumers. Generators unable to effectively compete in SEM.

TOTAL BRANCH BUDGET

TOTAL £700.9k

Admin Consultancy / Legal £135.7k

Admin Consultancy / Other

Fuel Study/ Fuel Dist Resilience £24k

FUI/SEM & Internal Market Migration Analysis £30k

Gas Extension OBC £62.7k

Gas Extension SEA £150k

Grid Upgrade Appraisal £50k

Resource Consultancy (Wayleaves) £16k

Interreg

Isles I £30k

Isles II £91k

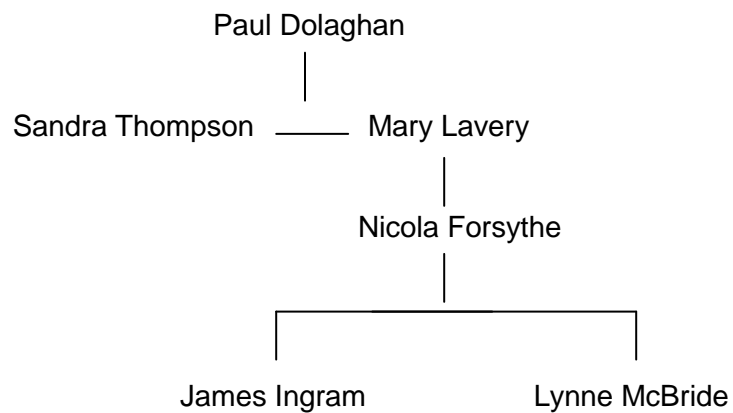
Biomara £111.5k

CO-ORDINATION BRANCH - OPERATING PLAN 2012 - 2013

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



3. TOTAL BRANCH BUDGET

No Programme or Capital allocation.

Overall monitoring of Admin, Resource and Capital budgets.

BRANCH PLAN FOR 2012/13

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
Finance (inc payments)	<p>Compilation/co-ordination of all financial returns – monthly profiling; resource accounts; monitoring rounds; cash flow management. Processing, recording and monitoring of all Divisions payments.</p> <p>Paul Dolaghan / Sandra Thompson</p>	<ul style="list-style-type: none"> - Monthly profiling/ accruals and other returns as part of ongoing exercises; - Returns for 2012/13 monitoring rounds; - Monthly overviews of financial systems. - Maintain accurate records and perform regular reconciliation with AccountNI totals. Process all payments within permitted timeframes and in line with AccountNI procedures. 	<p>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)</p>
EU Competitiveness Programme	<p>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.</p> <p>Paul Dolaghan / Sandra Thompson</p>	<p>Ensure all info including publicity and monitoring info up-to date on database.</p> <p>Ensure corrective action taken iro AR and other ineligible/ irregular EU exp at earliest opportunity.</p> <p>Provide input to all exercises/ drawdowns etc as requested.</p> <p>Check GAL letters prior to HOD signature Process all drawdowns within timeframe.</p>	<p>Inaccurate information provided to Commission.</p> <p>Delay in drawdown of EU funds.</p>
Interreg Programme	<p>Liaise with Divisional and external project managers and with EU Programmes and SEUPB to ensure smooth delivery of Programme. Agree project profiles and ensure prompt assessment and payment of drawdowns.</p> <p>Paul Dolaghan / Sandra Thompson</p>	<p>Process / check quarterly project profiles and drawdowns.</p> <p>Provide info as required to EU Programmes for monitoring rounds/ profiling</p>	<p>Delay in provision of funding to projects.</p>

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
Consultancy expenditure and PPE/ EA returns	<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>Paul Dolaghan / Sandra Thompson</p>	<p>Accurate completion of Annual consultancy return June 2012 and half annual February 2013. Accurate completion of quarterly PPE and Economic appraisals returns. Provision of prompt responses to all adhoc queries. Maintain Energy contracts spreadsheet to facilitate follow up checks and completion of all returns.</p>	<p>Deadlines missed / unnecessary queries or adverse reports from DFP.</p>
Audit exercises – EU/ NIAO/ IAS	<p>Liaise with Auditors as first point of contact. Provide info, liaising as necessary with project managers, Co-ordinate responses.</p> <p>Paul Dolaghan / Sandra Thompson</p>	<p>Provide agreed mgt responses to Article 13 and IAS reports by end of June 2012.</p>	<p>Adverse audit report. Interruption to EU funding.</p>
External Energy Legal Advisors – Arthur Cox Contract	<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>Paul Dolaghan / Sandra Thompson</p>	<p>Monthly monitoring of spend; - Monthly forecasting as part of cash flow management exercise; - In-house assessment of contract; - Regular updates to ensure HOBs aware of position.</p> <p>Ensure second discount threshold monitored and discount applied promptly</p>	<p>Unexpected work requiring additional legal activity; Inaccurate monitoring of spend and forecasting. Overspend.</p>
Assembly Questions, legislation exercises, Ministerial / Senior Management Briefings, Ministerial cases	<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>Paul Dolaghan / Mary Lavery</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
Strategic Energy Framework Implementation Plan	Ensure advancement against SEF Actions is regularly updated and progress reported accordingly to DETI Senior Management and ETI Committee. Paul Dolaghan	Provide ETI Committee with six monthly progress reports 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.
File Management	Filing (electronic and hard copy). Maintaining file lists, opening TRIM containers, reviewing files for retention/ destruction and FOI implications. Paul Dolaghan / Mary Lavery	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.
Internet and Intranet presence	Reviewing and updating as necessary. Paul Dolaghan / Mary Lavery	Regular checks to ensure information is up to date and relevant.	Poor Divisional image portrayed through inaccurate and out of date information.
Miscellaneous support services	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. Paul Dolaghan / Mary Lavery	To provide essential support services to all HOBs in a timely and effective manner.	Disruption to schedules.
Risk Register and Statements of Assurance	Seeking and obtaining input from HOBs and preparing draft response for G5 clearance within deadline Paul Dolaghan / Mary Lavery	Provide accurate returns within timeframe.	Failure to produce accurate information within timeframe.

Activity	Key Actions G7 and / or DP Responsible	Performance Target(s) and Date(s)	Risks
<p>‘Changing for the better’ Initiatives (HR Connect, AccountNI, NI Direct)</p>	<p>Attendance at relevant working groups/seminars. Providing support and feedback to Division as appropriate.</p> <p>Paul Dolaghan / Mary Lavery</p>	<p>Division kept up to speed and interests represented in relation to these initiatives.</p>	<p>Division’s interest not taken account of and Divisional staff not fully aware of developments that affects them.</p>
<p>PSA Targets and Corporate and Divisional Plans</p>	<p>Draft plans/targets in relation to Co-ordination Section. Seek input from other HOBs and compile Divisional plans.</p> <p>Paul Dolaghan / Mary Lavery</p>	<p>Maintain clear and easily accessible record of targets and progress towards achievement.</p>	<p>Division loses sight of overall progress and targets.</p>
<p>Honours</p>	<p>Seeking nominations from HOBs for garden party invites and honours lists. Complete templates and draft returns iro nominees for G5 approval.</p> <p>Paul Dolaghan / Mary Lavery</p>	<p>To ensure appropriate representation.</p>	<p>Sector not adequately represented.</p>
<p>Fuel Poverty</p>	<p>Attendance at inter departmental 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.</p> <p>Paul Dolaghan / Mary Lavery</p>	<p>To ensure DETI interests registered and taken forward as appropriate.</p>	<p>DETI interests not represented.</p>
<p>Climate Change</p>	<p>Attendance at meetings of Climate Change Adaptation Subgroup (established as a subgroup of the Cross Departmental Working Group on Climate Change). Taking forward agreed actions through liaison with other Energy Branches and Divisions across DETI. Contribute to action plans for DoE.</p> <p>Paul Dolaghan / Mary Lavery</p>	<p>To ensure DETI interests registered and taken forward as appropriate.</p>	<p>DETI interests not represented.</p>

DETI Core Values

Our values relate to our staff, our business partners, our stakeholders and our customers.

Courage	We take ownership, responsibility and accountability for our own actions
	We welcome constructive feedback and are open to change and new ways of working
	We trust one another and believe in a no-blame culture in carrying out our duties
	We are committed to addressing poor performance and challenging inappropriate behaviours
Openness	We are honest and transparent in our dealings with work colleagues and customers, and always act with integrity
	We engage with our stakeholders and encourage their participation in what we do
	We are committed to teamwork and joined-up working within and across branches, divisions and partner organisations
	We communicate openly and effectively
Respect	We seek out, listen to and consider the views of others
	We acknowledge good performance and appreciate the contribution of others
	We treat people fairly with respect and honesty, and show concern for others
	We welcome diversity and look for different perspectives and experiences
Excellence	We have a positive and flexible attitude to work and to doing the best job possible
	We are innovative in our thinking and strive for continuous improvement
	We are committed to showing visible and approachable leadership
	We manage public money effectively and aim to achieve best value for money